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ABSTRACT

Intended to assist both with the general preparation of personnel matters and the necessary documents for placing appointees on the official payroll of Southern Illinois University, the 1973 faculty handbook includes: (1) budget authority and responsibility; (2) faculty and administrative staff; (3) promotions; (4) salaries; (5) tenure; and (6) graduate-student employees. (KE)

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PROCEDURES, POLICIES AND PRACTICES

for PERSONNEL in

ACADEMIC AFFAIRS

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January 1, 1973

HE 007 713

Office of the Vice President & Provost
Edwardsville

FOREWORD

The guidelines outlined herein are intended to assist both with the general preparation of personnel matters and the necessary documents for placing appointees on the official payroll of the University. Supplementary information concerning faculty and staff service may be found in the By-Laws and Statutes of the Board of Trustees. (July, 1972)

If these procedures change and as new policies develop, materials will be substituted for insertion.

TABLE OF CONTENTS

SECTION A

BUDGET AUTHORITY & RESPONSIBILITY

ASSIGNMENT OF AUTHORITY AND RESPONSIBILITY.............. 1

SECTION B

FACULTY AND ADMINISTRATIVE STAFF

ACADEMIC REQUIREMENTS FOR APPOINTMENTS (faculty, administrative staff)........................ 3

APPOINTMENTS.................................... 4

Clinical Appointments.............................. 5

Conditional Appointments............................ 6

Conditions of Appointment (benefits, retirement, etc.) 7

Recruiting (the search, the interview)............... 8

EEO/AA Statement................................. 9a

Recruiting History Form............................ 9b

Statement on Expenses for Candidates.................. 10

Prior Approval for Special Conditions of App't........ 11

Request for Approval of Exceptional Conditions........ 12a

Tenure Accruing and Non-Tenure Accruing Ranks......... 13

Restricted Accounts................................ 14

Titles (Academic, Administrative, Student)............ 15

Adjunct... 16

Emeritus Status.................................. 17

Visiting Professors............................... 18

Rank Requirement for Teaching Univ. Course......... 18a

Types of Appointments (Term, Continuing, Permanent)... 19

APPOINTMENT PROCEDURES............................ 20

Appointment Forms:
    Faculty.......... 22
    Administrative Staff.......... 23
    Summer Quarter.......... 24
        Summer Session Pay Schedule.......... 25
    Personal & Professional Data Form.......... 26
    Position Request & Authorization (state funds)....... 27
    Position Request & Authorization (non-state funds)... 28
    Payroll Distribution.......... 29
    W-4, IL W-4.......... 30,31
CHANGE OF ASSIGNMENT or OTHER CONDITIONS OF APP'T....... 32
    Change of Assignment or Conditions Form.......... 33
FLOW CHART FOR PERSONNEL MATTERS IN ACADEMIC AFFAIRS....... 34

PROMOTIONS

ACADEMIC RANK.......... 36
BASIC POLICY.......... 40
    Promotion Recommendation Forms.......... 43a

SALARIES

APPROVED SALARY RANGES FOR ACADEMIC RANKS.......... 44
APPROVED SALARY RANGES FOR ADMINISTRATIVE STAFF......... 45
PAY RATES FOR PART-TIME ACADEMIC STAFF.......... 46
STATISTICAL REPORT.......... 46a
    Report Form.......... 46b
SALARY ADJUSTMENTS.......... 47
POLICIES RELATED TO COMPENSATION FOR EXTRA SERVICES..... 47a
    Interim Dislocation Policy.......... 47f

5

TENURE (ACADEMIC) 48

Tenure Recommendation Forms 51,52

Faculty Assignment and Evaluation Forms 52b,c

MISCELLANEOUS

CUT-OFF DATE FOR PERSONNEL PAPERS 4

MOVING EXPENSES 53

Instructions 54

Moving Expense Form 55

OFF-CAMPUS DUTY ASSIGNMENT (Faculty) 56

OUTSIDE EMPLOYMENT 57

Request Form 58

Annual Report Form 59

STATEMENT OF ECONOMIC INTERESTS (State Form) 59a

OUT-OF-STATE TRAVEL 60

Request Form 61

RESIGNATIONS 62

Faculty Separation Form 63

RETIREMENT 64

SABBATICAL LEAVE 65

Application Form 66

SICK LEAVE 67

LEAVE WITHOUT PAY 68

VACATION 69

Clarification of Policy 69a

VACATION POLICY FOR TEMPORARY ASSIGNMENT 70

EFFECTS OF STATE COMPTROLLER'S ACT UPON PAYROLL SYSTEM .. 70a

SECTION C

GRADUATE-STUDENT EMPLOYEES

DUTIES AND OBLIGATIONS (fees, workload, etc.)........... 71

TITLES AND STIPEND RANGES................................ 74

ASSISTANTSHIP APPOINTMENT FORM........................... 75a

PAY SCHEDULE... 76

SECTION A

Budget Authority & Responsibility

ASSIGNMENT OF AUTHORITY AND RESPONSIBILITY FOR UNIT OPERATING BUDGETS TO FISCAL OFFICERS WHO REPORT TO THE VICE PRESIDENT & PROVOST

In order to delegate more responsibility and authority to the Deans and Directors, the following is being presented:

1) Each fiscal officer will have a base of recurring money against which he can make commitments, according to line allocation, and subject to program budget and enrollment review considerations. A recurring base will be established annually. Five percent of the recurring base will remain potentially recoverable during any given fiscal period and will be tied to program budget, state appropriations and enrollment pattern criteria.

2) With this base, the fiscal officer will be free to establish commitments, including personal services budget lines and salary levels (consistent with published salary policies), but will be required to keep 5% in flexible monies to provide for such eventualities as enrollment decreases or program readjustments, as noted in #1.

3) Once funds are allocated, the authority and accountability for their use will rest with the individual fiscal officer. The Office of the Vice President & Provost will serve as a review and evaluation agency rather than a line-by-line or item-by-item approval agency.

4) All paperwork for implementation of allocated budget (including personal services) will be generated by the fiscal officer and reviewed by the Vice President & Provost only for conformity with statutes and University policies and procedures.

5) The fiscal officer will have the authority and responsibility for judicious distribution of his available dollars across the entire fiscal period.

6) Budget reappraisal will include a review of all allocated dollars by line item and will be conducted as University conditions demand.

7) All salary increases such as individual negotiations not provided for at the regular salary increase time of July 1 with dollars specifically earmarked for salary increases from the Office of the Vice President & Provost will have to be provided within the funds available to and under the control of the fiscal unit. This will mean that the funding of contingency appointments and Civil Service reclassification will have to be met within the existing unit budget. No requests for additional funds to provide for any contingencies are to be transmitted to the Office of the Vice President & Provost, except as part of the activities undertaken at regular budget reappraisal times.

SECTION B

Faculty and Administrative Staff

ACADEMIC REQUIREMENTS FOR FACULTY APPOINTMENTS

A bachelor's degree or equivalent is required for appointment to the faculty. An individual with a bachelor's degree, or its equivalent, is classified as an Assistant in English, Assistant in Speech, etc. rather than Assistant Instructor.

A master's degree or equivalent is required for appointment to the rank of Instructor.

A doctor's degree or equivalent is required for appointment to the rank of Assistant Professor, Associate Professor, or Professor.

Equivalence to any academic degree may be established by professional, artistic, industrial, or commercial experience giving presumptive evidence of a high level of competence which will permit the effective discharge of the duties of the posision to which the individual is appointed. Each unit should prepare and have on file in the Office of the Vice President & Provost a statement which provides the rationale for equivalencies in its own area. Requested equivalencies will be reviewed against these statements.

ACADEMIC REQUIREMENTS FOR ADMINISTRATIVE STAFF APPOINTMENTS

A bachelor's degree is normally required as the minimum qualification for appointment to the Administrative Staff. All positions which do not have this basic requirement, or its demonstrated experiential equivalent of a direct job-related nature, are more appropriately classified as Civil Service Positions. This does not mean that persons with bachelor's degrees should not receive Civil Service appointments.

APPOINTMENTS

Appointments to the faculty and administrative staff are made by the Board of Trustees upon the recommendation of the President of the University. Recommendations for appointments are subject to final approval by the Board of Trustees.

Department chairmen or other appropriate officers are urged to initiate appointment papers or recommendations for appointments as soon as necessary information is available, assuming, of course, that there is proper position authorization. Intermediate officers of administration are expected to place high priority on the prompt review and transmittal of all necessary documents in order that monthly payrolls may be prepared with a minimum of delay and confusion. Failure to submit documents promptly will result in appointees not being paid on schedule. Finally, delinquent papers make it impossible for institutional records to reflect current appointments.

NOTE: The "cut-off" date for payroll is the tenth day of the month. If appointment papers are not processed through to the Office of the Vice President & Provost by the first of the month, the appointee will not appear on that month's payroll, and the appointment will be delayed in its being reported to the Board of Trustees for ratification.

CLINICAL APPOINTMENTS

The following ranks are approved for part-time faculty in the School of Dental Medicine to provide for appointments ranging from 5% to 45%:

Clinical Instructor
Clinical Assistant Professor
Clinical Associate Professor
Clinical Professor

All persons identified for such rank designation would be qualified area practitioners and would be selected on the basis of evaluation of: previous dental educational experience; accomplishments in dentistry; length of practice; clinical research activity; and publications.

Normally salary bases would be established on 80% of the full-time average salaries for regular ranked faculty.

CONDITIONAL APPOINTMENTS

A conditional appointment in this context refers to a recommended change in rank and/or monthly salary upon the completion of a degree. It is desirable to make the initial appointment at the rank and salary which is appropriate at the time of initial appointment. However, if an alternate salary and/or rank would be appropriate at the time of the completion of a higher degree, this should be made as part of the initial contract.

For conditional appointment, the following statement should appear on the appointment forms:

> "At such time as the ______ requirements have been completed, rank is to be changed to ______ on continuing appointment with a salary increment of $______ the first of the month following receipt of official notification in the Office of the Vice President & Provost that the degree requirements have been completed. Until such time as the degree requirements have been completed, rank will be Instructor (or Lecturer) on term basis with the salary of $______ subject to change determined by annual salary increase recommendation effective on July 1 of each fiscal year."

In order to make effective the conditions of an appointment, the individual must request that his graduate dean or registrar submit an official statement certifying that all requirements for the degree have been completed. (It is not necessary for the degree to have been conferred.) This statement must reach the Office of the Vice President & Provost before any change in rank and/or salary can be effected.

NOTE: Graduates of S.I.U. should ask the Office of the Registrar to send a copy of their final transcript to their dean or director to be processed through regular administrative channels, rather than ask the Graduate School to send a letter verifying the completion of the degree.

Normally conditional appointments should not be written for more than one academic year contract period. If the need for a second writing of a conditional appointment is felt to be necessary, prior authorization from the Office of the Vice President & Provost must be obtained. In any event, the additional dollar amount which a contingency might commit the University to must be provided for within the resources of the employing unit.

CONDITIONS OF APPOINTMENT

1. All members of the Staff will be paid in accordance with the terms of their appointments. Members of the administrative staff who are appointed on a fiscal year or twelve-months' basis will be paid in accordance with the terms of their appointments. No salary will be paid in advance of work performed.

2. Each full-time continuing or tenured and part-time continuing staff member is required to participate in the State Universities Retirement System effective on the beginning date of his employment. A temporary staff member, (other than a student), who is employed on a temporary basis at one-half time or more in a position in which services are expected to be rendered on a continuous basis for at least one school year is required to become a member after one year of such employment and may elect to participate during the first year of employment. An individual who is age 58 or older at time of entrance into the State Universities Retirement System will not qualify for survivors insurance protection unless he has survivor insurance credits in one of the other State of Illinois retirement systems covered by the Reciprocity Law.

3. Members of the staff appointed on a twelve-months-a-year basis are entitled to not more than four weeks of vacation time within the period of appointment, including any time taken off during the Christmas, Spring, and other scheduled vacation periods. They should request vacation time on the usual absence forms. At least five working months must elapse before any vacation time is earned.

4. Members of the staff are entitled to time off on those legal holidays listed in the catalog, unless such holidays fall within scheduled vacation periods, when they are charged as vacation time.

5. The employment of a staff member is governed by the laws of Illinois and the Statutes of the Board of Trustees, which laws and Statutes are a part of this agreement as if set out in full herein. Copies of the Statutes are available at the Office of the Board of Trustees.

6. All members of the staff must at the time of their initial appointment deposit complete official transcripts of their undergraduate and graduate credits in the President's Office for use in determining classification, salary, and promotion.

RECRUITING

The Search

1. Some sort of national advertising that emphasizes the concept of the University and that we are an equal opportunity employer.

2. A screening committee designed by the employing unit in accordance with their operating papers. Hopefully the screening committee would have representation outside the immediate unit, i.e. outside professional expert; complimentary disciplines to insure possibilities of interdisciplinary activities whenever possible.

3. The credentials should be narrowed down to a minimum of three (3) persons who would be interviewed as a result of paper indications that they would be acceptable.

4. These three (3) should be researched carefully and all references checked prior to invitation to visit the campus. Wherever possible, visits to the candidate's home campus should be made, certainly in the case of full professor and administrative appointments.

The Interview

1. The candidates should be on campus for at least one 24 hour period and that time should be fully utilized for screening and questions in both directions.

2. The candidate should be scheduled to meet all of his potential colleagues (to the greatest extent possible); his dean; and either the Vice President & Provost or the Assistant Vice President for Personnel Administration. The following procedure is established in working with the Office of the Vice President & Provost in arranging interviews for candidates for faculty positions:

Professor and Associate Professor Ranks

The Vice President & Provost will interview all candidates for positions at these levels. In the absence of the Vice President & Provost, the Assistant Vice President for Personnel Administration will conduct the interview.

Ranks Other Than Above

Interviews are to be scheduled as above if the Dean feels the interview is advisable (i.e., a Lecturer is being employed who may be reappointed at one of the upper professorial ranks).

Administrative Appointees

The same procedure as for Professor and Associate Professor will be followed. This also applies for any individual who may have academic responsibilities in addition to his administrative appointment.

It is essential that background data for prospective faculty and staff be made available to appropriate personnel well in advance of the scheduled interview.

3. The candidate should have the opportunity and be encouraged to "perform" before his potential colleagues and, whenever possible, students. A colloquium, a lecture, a demonstration, a recital - whatever it is that the University is considering hiring him to do on a regular basis.

4. A formalized review sheet of the interview should be designed and submitted by each person who has an opportunity to interview the candidate.

5. The search should continue until a satisfactory candidate is found. Expediency should play no part in the selection of a colleague. The position would be better vacant than filled incorrectly, particularly in the case of a senior faculty member.

6. At the time of the interview a clear statement should be made to the candidate regarding when he would be notified of the results of the interview and how that notification will be given.

7. When a contract is extended, it will be done in accordance with established University procedures.

8. There should be a time limit set for acceptance of contracts offered; suggestion - 20 days from the date of the contract.

9. Along with the contract should go the preliminary orientation materials contained in handbook form.

EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION STATEMENT

BE IT RESOLVED by the Board of Trustees of Southern Illinois University to reaffirm its commitment to a policy of no discrimination on the basis of race, creed, ethnic origin, or sex and to direct all elements of the University to establish procedures to prevent such discrimination within the University community. In doing so, the Board recognizes that it is not enough to proclaim that we do not discriminate against minority groups. The University must also strive actively to build a University community in which opportunity is equalized and use its facilities and human resources to develop the skills and opportunities of the members of all groups so they may plan responsible and productive roles in society. This policy is relevant to all aspects of the University including the choice of contractors and suppliers of goods and services.

Special attention is called to the item in Issue #62, April 15, 1974 Academic Affairs Transactions, entitled Guidelines for Hiring and Employment Practices. All Faculty and staff within Academic Affairs should be made aware that this statement represents existing policy.

GUIDELINES FOR HIRING AND EMPLOYMENT PRACTICES

In order to be in compliance with the spirit of existing Board of Trustees policy related to Affirmative Action and to assure appropriate access to information regarding all job openings within the University, all fiscal officers will be expected to work jointly with the Office of the Assistant Vice President for Personnel Administration and the central University affirmative action officers in the identification of vacancies, the dissemination of information concerning vacancies, and the maintenance of records regarding hiring and employment practices.

No academic or administrative staff position within Academic Affairs is to be filled or vacant position refilled without following this process.

Specific guidelines which relate to compliance with State and federal regulations as well are available from either of the abovementioned offices. It is the responsibility of each individual administrator throughout Academic Affairs to apprise himself of such requirements and to follow employment practices which are demonstrably consistent with those requirements.

9/74

SOUTHERN ILLINOIS UNIVERSITY AT EDWARDSVILLE

RECRUITING HISTORY

Department of ______________

(To be completed prior to recruitment)

Title/Rank:

Position (include job description):

Term of Contract:

Salary Range:

Qualifications Required:

NOTE: This statement should be included in all advertisements of of positions: "The University is an affirmative action and an equal opportunity employer. Applications from women and minorities are encouraged."

Copies of advertisements should accompany the return of completed form

---

(To be completed following recruiting process)

		Sex		Minority Code*					
No. of Applicants	____	F____	M____	1____	2____	3____	4____	5____	9____
No. of Qualified Candidates	____	F____	M____	1____	2____	3____	4____	5____	9____
No. of Interviews	____	F____	M____	1____	2____	3____	4____	5____	9____
Successful Candidate		F____	M____	1____	2____	3____	4____	5____	9____

*1 - Caucasian
2 - Black
3 - Oriental
4 - American Indian
5 - Spanish Surname
9 - Other

STATEMENT ON EXPENSES FOR CANDIDATES FOR FACULTY POSITIONS

The "prudent man" principle should be applied to the generation of expenses related to interviewing candidates for open positions. In this regard an appropriate guideline to follow would be a suggested limitation of 20% of the anticipated monthly salary of the candidate. For example, should the anticipated monthly salary be $1,500, an appropriate suggested maximum dollar amount to be expended for interviewing the candidate would be $300 (this amount would include round-trip transportation to Edwardsville, housing and meals during the stay at Edwardsville as affected by State of Illinois Travel Regulations).

For further clarification and instructions, refer to Official Travel Regulations, page 12, section 7.1.

PRIOR APPROVAL FOR SPECIAL CONDITIONS OF APPOINTMENT

Prior approval for any of the following special conditions of appointment must be secured from the Office of the Vice President & Provost before appointment papers are forwarded to prospective staff appointees.

1. Monthly salaries above or below the maximum or minimum salary ranges (see page).
2. Fiscal year appointments. All fiscal appointments are written for the duration of the assignment. When such assignment ceases, a person holding continuing faculty rank is only assured of employment and tenure (where applicable) on an academic year, or nine-months basis.
3. Appointment to a rank higher than the one warranted by formal education background. For example, approval is needed to appoint a person without the doctorate to the rank of Assistant Professor.
4. Salary substantially higher than prior salary elsewhere or substantial salary change for persons who have had prior appointments on the Southern Illinois University staff.
5. Part-time appointment for a full-time employee of another State agency.

   Full-time employees of other Illinois agencies will not be approved for appointment by the University except on a "shared time" basis. A full-time employee of another State institution cannot be paid for personal services by the University in addition to full salary from the parent agency, except on a contractual basis with prior approval of the parent agency.

To initiate special requests, the appropriate administrative officer will submit two copies of the appropriate form to the Office of the Vice President & Provost. Action will be noted on one copy of the form and returned to the appropriate administrative office.

Statements explaining exceptional conditions of appointment must be included with the appointment or on the change of assignment.

Salary Differential

When a salary differential is a part of the administrative assignment, a statement on the appointment or change of assignment should indicate the base salary for the academic rank as well as the administrative salary.

Call Staff and Part-Time Appointments

Call staff and part-time appointments should indicate the following as conditions of appointment:

This appointment carries faculty privileges appropriate for part-time appointment except that time of service in it does not count toward permanent tenure.

In the event that student registration is insufficient to warrant offering this class, or if a full-time faculty member becomes available for this assignment, then this recommendation is subject to cancellation.

No salary payment will be made if this course is cancelled prior to the first meeting; however, if cancellation is effected after the first meeting, then a contract termination payment of fifteen dollars ($15) will be made for each fifty minute period or portion thereof that the class meets prior to cancellation.

Call staff appointments should not be made in any of the regular academic ranks. The prefix "Visiting" should be placed before all rank and/or title designations.

9/74

REQUEST FOR PRIOR APPROVAL OF EXCEPTIONAL CONDITIONS OF EMPLOYMENT

SOUTHERN ILLINOIS UNIVERSITY

Date ________________

MEMO TO: Vice President & Provost

FROM:

Approval is requested for the exception noted below in the appointment of ______________________________ to:

____ Salary rate above or below approved range for the rank.

____ Fiscal year appointment.

____ Salary rate substantially higher than for previous position elsewhere.

____ Part-time appointment of full-time employee of another state agency

____ Equivalency for proposed academic rank.

____ Other.

Justification for Exception: (write on back if additional space needed)

RANK ________________________ FISCAL UNIT ______________________

MONTHLY SALARY ______________ TERM __________ CONTINUING __________

- -

____ Approved

____ Disapproved

____
Vice President & Provost

TENURE ACCRUING & NON-TENURE ACCRUING RANKS

Only full-time academic appointments of at least nine months in contract length and which are written against regular State appropriated budget money may carry the tenure accruing designation of Professor, Associate Professor, Assistant Professor or Instructor. ALL OTHER APPOINTMENTS MUST BE IDENTIFIED BY APPROVED TITLE OR RANK DESIGNATIONS WHICH ARE CLEARLY NOT TENURE ACCRUING TITLE OR RANK DESIGNATIONS.

In cases where the awarding of recognition of an academic rank seems appropriate and where no salary is to be paid, the prefix "Adjunct" is to be added to the rank designation of Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer. The prefix "Adjunct" shall indicate clearly that budget obligations or accrued time toward tenure are not dimensions of this type of appointment. All "Adjunct" appointments shall be renewed annually as an indication of their temporary nature.

Academic positions for which academic rank is appropriate and which are contracted for less than 100% time and/or less than the basic nine-month, academic year normally shall carry the designation "Visiting Lecturer" as an appropriate appointment designation. The contract for the appointment of "Visiting Lecturer" on such assignment shall include also the following sentence: "This appointment carries faculty privileges appropriate for part-time appointment except that time of service in it does not count toward permanent tenure."

Academic positions which are to be funded through sources other than appropriated State funds shall carry the prefix "Visiting" and will also require annual renewal as indication of their temporary nature. The prefix "Visiting" shall indicate clearly that the accrual of time toward tenure is not a dimension of this type of appointment. The contract for appointment of this type shall include the following sentence: "This appointment carries faculty privileges appropriate for regular faculty appointment except that time of service in it does not count toward permanent tenure."

All temporary appointments should contain the following sentence as a condition of the appointment: "Appointment to this position shall create no presumption of a right to a subsequent term appointment or to permanent appointment."

RESTRICTED ACCOUNT APPOINTMENTS

Authorization of Positions

Before any appointment can be made against a restricted account, four copies of the Authorization of Positions - Grants & Contracts* form must be prepared and processed through the same administraitve channels as indicated in Routing of Appointment Forms below. Every appointment paper must have a position number which has been established by proper processing of the Authorization of Positions - Grants & Contracts form. Appointment papers cannot be processed and, consequently, appointees cannot be paid without this authorization. No continuing appointments should be written against restricted accounts unless provision is made for later transfer to state appropriations.

Routing of Appointment Forms

Appointment forms or recommendations for appointment should originate with the fiscal officer of the restricted account. Appointment forms and other necessary documents are to be forwarded to the Office of the Vice President & Provost through the appropriate administrative officer and the Dean of the Graduate School, or his designated representative as required, and the Office of Research & Projects Fiscal Management when appropriate.

NOTE: For information concerning documents required, special conditions of appointment, etc., see "Faculty and Administrative Staff" section of this handbook, or "Graduate-Student Employees" section, as appropriate.
See p. 12a for further guidelines which affect restricted account appointments.

* See form, p. 28

ACADEMIC AND ADMINISTRATIVE TITLES

For guidance, the following list of titles is made available. The list is not all-inclusive, but covers the majority of titles used in academic units.

Academic Positions

- Instructor
- Assistant Professor
- Associate Professor
- Professor
- Visiting --- (all ranks)*
- Visiting Research Professor
- Resident Artist
- Visiting Artist
- Research Professor
- Adjunct --- (all ranks)*
- Research Associate
- Researcher
- Lecturer
- Assistant in (name discipline)

* Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer.

Student Titles

- Preceptor
- Teaching Assistant
- Research Assistant
- Graduate Assistant
- Graduate Trainee
- Graduate Intern
- University Fellow*
- Graduate Fellow*

* The title "fellow" shall be reserved for awards not carrying any obligation of service for pay.

Administrative Titles Which Normally Require Academic Rank

- Dean of (University Unit)
- Dean of (School, College, or Division)
- Associate Dean
- Assistant Dean of (School, College, or Division)
- Chairman (Department or Faculty)
- Assistant Chairman
- Director (Center, Institute, reporting to the Vice President & Provost)
- Assistant Director
- Director of Admissions & Records
- Librarian

Administrative Titles Which Do Not Require Academic Rank

- Program Director
- Project Director
- Assistant Director of Admissions & Records
- Coordinator
- Head
- Assistant Head
- Academic Adviser (Chief, Assistant)
- Editor
- Counselor
- Staff Assistant
- Assistant to --- (This position is intended for a wide variety of applications, yielding an equally wide variety of duties and responsibilities. General supportive functions, depending upon assignment.)

NOTE: The word "Acting" may be prefixed to any title when its use indicates the situation.

ADJUNCT APPOINTMENTS

The adjunct title is used for persons who are engaged in cooperative work with some agency or department of the University. Usually such persons are full-time employees of an agency other than the University, or of a unit within the University other than the one where adjunct rank is to be held, and, thus, receive no salary from the unit where they would hold adjunct rank.

Depending upon qualifications, an individual may be appointed as Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor, or Adjunct Instructor. A person recommended for the adjunct classification must hold at least the master's degree or its equivalent.

The adjunct classification does not carry with it voting status in the University Faculty or lead to academic tenure. However, persons holding the adjunct title are eligible to attend social events intended for the whole faculty, are eligible for library privileges, parking privileges, to purchase tickets for athletic events at faculty rates, and other similar benefits.

Adjunct appointments may be on a term basis only.

A department may choose to offer full rank to a University employee who is not budgeted to the department but who will teach. Such a decision is an appropriate academic recognition which in no manner implies a commitment to future budget allocation to the department for maintenance of the recognized individual in an additional budget line.

EMERITUS FACULTY STATUS

A member of the faculty who qualifies for retirement under the State Universities Retirement System may be granted Emeritus or Emerita status upon retirement. The granting of such status is achieved through the same recommending process as with initial academic appointments and originates from the faculty.

A Visiting Professor may be granted Emeritus status even though he does not qualify for retirement under the State Universities Retirement System. An Emeritus Professor listing is appropriate for any Visiting Professor who served with the University for a three-quarter year continually for two or more years. For a Visiting Professor, Emeritus status is not granted except upon the recommendation of appropriate faculty, administrative officials, and approval of the Board of Trustees.

VISITING PROFESSORS

The Office of the Vice President & Provost provides special funds when available to appoint two or three (FTE) Visiting Professors each academic year. In general, Visiting Professors are individuals with national and, in many cases, international reputations from either governmental service or business, or perhaps from other universities, who are interested in either full or part-time appointments with the University. Usually, Visiting Professors are appointed for no longer than one academic year and many are appointed for one quarter only. Visiting Professors should not expect to hold long-term appointments with the University.

Since appointments are based on the qualifications of the individuals, and particularly as related to their potential contribution to the University, all academic units may submit requests for a part-year or full-year Visiting Professor for the ensuing year; however, any commitment must be made by the Office of the Vice President & Provost.

Deans and directors should submit nominations for Visiting Professors to the Office of the Vice President & Provost along with appropriate Personal and Professional Data forms by March first of the year preceding the requested appointment. After approval by this office, regular appointment procedures should be followed to process appointments.

INTERIM POLICY STATEMENT

Anyone who is to teach a University course for credit must have a current appointment with the University during the time of the teaching of the course. If the individual is paid, and is not to be considered a candidate for tenure, the proper designation is "Visiting Lecturer" or "Visiting - - - -" whatever other rank might be considered to be more appropriate.

If the individual is not to be paid, the proper designation is "Adjunct" as a prefix before the rank which would normally be appropriate.

TYPES OF APPOINTMENTS

Term

Term appointments end on a specified date and can be renewed only as a result of specific recommendation for reappointment. They presume no right to reappointment. All term appointments should carry the following statement:

> "Appointment or reappointment to this position shall create no presumption of a right to a subsequent appointment."

Continuing

Continuing appointments imply reappointment year by year unless notice is given to the contrary at least six months prior to the end of the fiscal year.

Permanent Tenure

Permanent tenure appointments imply automatic appointments each year except in cases of retirement or dismissal for cause or reasons of financial exigency. Permanent tenure applies only to the faculty academic year.

APPOINTMENT PROCEDURES

Initial Appointment

For each new appointee, the appropriate administrative officer must forward the following materials to the Office of the Vice President & Provost:

Position Authorization form
Seven copies of the approved appointment form (new form on NCR paper)
Four copies of the Personal and Professional Data sheet
One W-4 form
One Illinois W-4 form
One Check Distribution card

Transcripts must accompany all appointments for three months or more of full time employment. Where more than one degree has been earned only the transcript for the most recent degree need be submitted.

At the time appointment papers are submitted to a prospective appointee, the administrative officer is expected to inform the individual (verbally or by memo) to contact the Personnel Office for information about the fringe benefit program of the University.

Justification must be provided when certain conditions that are exceptional are proposed. These items include the following:

Salary increase (change of salary outside approved range for rank; substantial salary change for person who has had prior appointment on staff; substantial change from prior salary elsewhere.)

Equivalency for academic degree.

Twelve-month appointment.

Reappointment

For reappointees, the appropriate administrative officer must forward the following documents to the Office of the Vice President & Provost:

Position Authorization form
Seven copies of the approved appointment form (new form on NCR paper)
Four copies of the Personal and Professional Data sheet if three (3) months has elapsed since prior appointment or changes in educational backgraound need to be shown.

Reappointment (continued)

One W-4 form (not needed if previous appointment concluded any time during the three-month period prior to reappointment).
One Illinois W-4 form (not needed if previous appointment concluded any time during the three-month period prior to reappointment).
One Check Distribution card (needed only if appointee has been off the payroll in excess of one month).

Justification must be provided for salary increase if a substantial change is indicated; equivalency for academic degree; a twelve-month appointment; or rank if other than for the previous appointment.

Routing of Appointment Forms

Appointment forms or recommendations for appointments should originate with the department chairman or other equivalent administrative officer. Appointment forms and other necessary documents are to be forwarded to the Office of the Vice President & Provost through the appropriate administrative offices.

Application for Faculty Appointment

Southern Illinois University at Edwardsville

9/74

This application will become the formal contract upon completion of all approvals listed and return of completed copy to applicant.

NAME ____
(Last) (First) (Middle) (Address) (Zip Code)

I AGREE TO ACCEPT AN APPOINTMENT ON THE FOLLOWING CONDITIONS:

Academic Rank	% of Time	Full-Time Monthly Salary Base	Actual Monthly Payment	Position Number	Unit or Department	To be paid from Account Number

ACADEMIC YEAR: 19__-__ FALL, ______ WINTER, ______ SPRING, ______ OTHER ______________ EFFECTIVE DATES

FISCAL YEAR, 19 ___-___ OTHER ______________ EFFECTIVE DATES

CONTINUING APPOINTMENT ☐ TERM APPOINTMENT ☐

CONDITIONS OF APPOINTMENT:
(Include position description)

IF A RELATIVE OF A MEMBER OF THE BOARD OF TRUSTEES, PLEASE STATE RELATIONSHIP: ______________

I AGREE TO ACCEPT AN APPOINTMENT UNDER THE ABOVE CONDITIONS AND SUBJECT TO THE PRINTED CONDITIONS SET FORTH ON THE REVERSE HEREOF:

______________ ______________ ______________
SIGNATURE OF PROSPECTIVE APPOINTEE DATE SOCIAL SECURITY NO.

PLEASE SIGN AND RETURN ALL COPIES EXCEPT THAT TITLED "PROSPECTIVE APPOINTEE"

RECOMMENDATION:

______________ ______________ ______________ ______________
DEAN OR DIRECTOR DATE VICE PRESIDENT DATE

______________ ______________ ______________ ______________
DEAN OR DIRECTOR DATE VICE PRESIDENT DATE

APPOINTMENT:

Pursuant to Part III, Article VIII, Section 1C, of the Statutes of the Board of Trustees you are hereby appointed to the above position, pending ratification by the Board of Trustees.

APPOINTED, subject to ratification by Board of Trustees

______________ ______________
PRESIDENT DATE

APPOINTED, or President's appointment ratified, by action of Board of Trustees on

____
DATE

BUDGET INFORMATION:

POSITION NUMBER(S) ______________ ______________ ______________

RESERVE LINE(S) FROM WHICH FUNDS ARE TO BE TRANSFERRED:

______________ ______________ ______________

0120-19 9/74 PRESIDENT'S OFFICE

CONDITIONS OF APPOINTMENT

1. Any member of the faculty who is appointed on a continuing basis to one of the permanent tenure ranks, namely, instructor, assistant professor, associate professor, and professor, for the academic year (nine months) normally will receive monthly one-twelfth of his annual salary for the nine months period of service. All members of the faculty not included within the definition above will be paid in accordance with the terms of their appointments. Members of the faculty who are appointed on a fiscal year or twelve-months' basis will be paid in accordance with the terms of their appointments.
2. Where both academic or administrative titles are to be held concurrently, both are listed, but academic salary rates and periods of assignment are distinct and severable from administrative and other salary rates and periods of assignments. Faculty members appointed to administrative positions will be listed with two different salaries, one for the administrative position plus the academic rank and the other for the academic rank alone.
3. Each full-time continuing and part-time continuing faculty member may participate in the State Universities Retirement System effective on the beginning date of his employment. A staff member other than a student, who is employed on a temporary basis at one-half or more in a position in which services are expected to be rendered on a continuous basis for at least one school year may also become a member. Participation may be elected on the beginning date of employment or upon completion of one, two, or three years of employment. Upon completion of three years of employment participation is mandatory. An individual who is age 58 or older at time of entrance into the State Universities Retirement System will not qualify for survivors insurance protection unless he has survivor insurance credits in one of the other State of Illinois retirement systems covered by the Reciprocity Law.
4. Members of the faculty appointed on a twelve-months-a-year basis are entitled to not more than four weeks of vacation time within the period of appointment, including any time taken off during the Christmas, spring, and other scheduled vacation periods. They should request vacation time on the usual absence forms. At least five working months must elapse before any vacation time is earned.
5. Members of the faculty are entitled to time off on those legal holidays listed in the catalog, plus New Year's Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day and Christmas Day, plus the one floating holiday, unless such holidays fall within scheduled vacation periods, when they are charged as vacation time.
6. The employment of a faculty member is governed by the laws of Illinois and the Statutes of the Board of Trustees, which laws and Statutes are a part of this agreement as if set out in full herein. Copies of the Statutes are available at the Office of the Board of Trustees.
7. Academic tenure is governed by the following provision of the Statutes of the Board of Trustees, Part III, Article VIII, Section 6 B:

   B. Academic Tenure.

   1. Tenure Ranks. Tenure shall hereinafter be interpreted as meaning permanent holding of an academic rank and position of employment. Tenure applies only to a basic nine-months appointment each year. All regular members of the teaching and research staff with the ranks of professor, associate professor, assistant professor, and instructor, shall be eligible to attain tenure. Whereas appointments in the three professorial ranks will normally carry or lead to tenure, unless made for a stated term or unless due notice to the contrary is given, in the case of instructors all appointments will be term appointments unless otherwise specifically stated in a written notice of appointment or reappointment. Professionally trained persons who serve in capacities that may be broadly interpreted as involving teaching and/or research shall be eligible for tenure. The Board may, in addition, give tenure to specific persons of the University organization not included in the above-named groups.
   2. Tenure Schedule. Tenure shall be granted to faculty members according to the following schedule, except when abridgement of the probationary period is formally authorized. Years served in any rank shall apply toward tenure in the next higher rank:
      (a) A professor shall have tenure nine months from the date of original appointment at this rank, unless he is given a written statement that his appointment will be terminated at the end of his second academic year of service.
      (b) At the end of a two-year probationary period an associate professor must be notified in writing either that he has been given tenure or that his appointment will not be renewed at the end of the third year. An associate professor who has served previously as assistant professor at this University shall have tenure from the date of his original appointment to the rank of associate professor.
      (c) Prior to the end of a four-year probationary period an assistant professor must be notified in writing either that he has been given tenure or that his appointment will not be renewed at the end of the fifth year.
      (d) An instructor normally shall be appointed for no longer than one year. Such term appointment may be renewed annually, but if the instructor is not to be reappointed following his second or any subsequent year of employment, he shall be given written notice not less than six months preceding the termination of his appointment. Prior to the end of the fifth year of service the appointee must be notified in writing either that he will be given tenure starting with his sixth year of service with the University or that his term appointment will not be renewed beyond the sixth year.
      (e) A lecturer is a faculty member in a temporary or non-regular rank and shall normally be appointed for no longer than one academic year. The appointment may be renewed annually, but if there is uncertainty about reappointment following his second or any subsequent year of employment, he shall be given written notice not less than six months preceding the termination of his appointment. Years of service at the rank of lecturer shall be applied toward tenure in one of the four regular ranks (professor, associate professor, assistant professor, and instructor) if later appointment to one of these ranks is made, but shall not ordinarily lead to tenure in the rank of lecturer.
8. All members of the faculty must at the time of their initial appointment deposit official transcripts of their highest degree attained (or accumulated credits if no degree has been awarded) in the President's Office for use in determining ranks and promotions.
9. It is a condition of employment that each appointee agrees to abide by the provisions of the University Patent and (or) Copyright Policy and any contractual obligations of the University to others with reference to discoveries, inventions, improvements, compositions or creations made, produced, developed, actually or constructively reduced to practice or perfected during the term of employment.

Application for Appointment to the Administrative Staff

Southern Illinois University at Edwardsville

9/74

This application will become the formal contract upon completion of all approvals listed and return of completed copy to applicant.

NAME ____
(Last) (First) (Middle) (Address) (Zip Code)

I AGREE TO ACCEPT AN APPOINTMENT ON THE FOLLOWING CONDITIONS:

Administrative Title	% of Time	Full-Time Monthly Salary Base	Actual Monthly Payment	Position Number	Unit or Department	To be paid from Account Number

Term of Appointment: ____________________ Beginning date ____________________ Ending date

JOB DESCRIPTION:

Position Reporting to: ______________________________ Office Designation

IF A RELATIVE OF A MEMBER OF THE BOARD OF TRUSTEES, PLEASE STATE RELATIONSHIP: ____________________

I AGREE TO ACCEPT AN APPOINTMENT UNDER THE ABOVE CONDITIONS AND SUBJECT TO THE PRINTED CONDITIONS SET FORTH ON THE REVERSE HEREOF:

____________________ Signature of Prospective Appointee
____________________ Date
____________________ Social Security No.

PLEASE SIGN AND RETURN ALL COPIES EXCEPT THAT TITLED "PROSPECTIVE APPOINTEE"

RECOMMENDED BY:

____________________ Administrative Supervisor
____________________ Date
____________________ Vice President
____________________ Date

____________________ Date
____________________ President or Vice President
____________________ Date

OINTMENT:

ursuant to Part III, Article VIII, Section 1C, of the Statutes of the Board of Trustees you are hereby appointed to the above tion, pending ratification by the Board of Trustees.

OINTED, subject to ratification by Board of Trustees
____________________ ____________________ Date

APPOINTED, or President's appointment ratified, by action of Board of Trustees.
____________________ Date

GET INFORMATION:

ion Number(s) ______________________________

ve Line(s) from which funds are to be transferred:

-23-

____________________ ____________________ ____________________

CONDITIONS OF APPOINTMENT

1. All members of the Staff will be paid in accordance with the terms of their appointments. Members of the administrative staff who are appointed on a fiscal year or twelve-months' basis will be paid in accordance with the terms of their appointments. No salary will be paid in advance of work performed.

2. Each full-time continuing and part-time continuing staff member is required to participate in the State Universities Retirement System effective on the beginning date of his employment. A temporary staff member, (other than a student), who is employed on a temporary basis at one-half time or more in a position in which services are expected to be rendered on a continuous basis for at least one school year is required to become a member after one year of such employment and may elect to participate during the first year of employment. An individual who is age 58 or older at time of entrance into the State Universities Retirement System will not qualify for survivors insurance protection unless he has survivor insurance credits in one of the other State of Illinois retirement systems covered by the Reciprocity Law.

3. Members of the staff appointed on a twelve-months-a-year basis are entitled to not more than four weeks of vacation time within the period of appointment, including any time taken off during the Christmas, Spring, and other scheduled vacation periods. They should request vacation time on the usual absence forms. At least five working months must elapse before any vacation time is earned.

4. Members of the staff are entitled to time off on those legal holidays listed in the catalog, unless such holidays fall within scheduled vacation periods, when they are charged as vacation time.

5. The employment of a staff member is governed by the laws of Illinois and the Statutes of the Board of Trustees, which laws and Statutes are a part of this agreement as if set out in full herein. Copies of the Statutes are available at the Office of the Board of Trustees.

6. All members of the staff must at the time of their initial appointment deposit complete official transcripts of their undergraduate and graduate credits in the President's Office for use in determining classification, salary, and promotion.

SOUTHERN ILLINOIS UNIVERSITY
SUMMER QUARTER APPOINTMENT

NAME ____________________ SOCIAL SECURITY NO. ____________________
Last First Middle

HOME ADDRESS ____________________

I agree to accept an appointment on the following conditions:

TITLE ____________________
(Basic title must correspond to those approved for payroll purposes)

UNIT OR DEPARTMENT	TO BE PAID FROM ACCOUNT NUMBER	% OF TIME	FULL-TIME SALARY BASE	ACTUAL MONTHLY SALARY PAYMENT				
				JUNE	JULY*	AUGUST*	SEPTEMBER*	TOTAL

* These figures are subject to July 1 increase whenever applicable unless otherwise indicated under "Other Conditions" below.

Ch[illegible] appropriate appointment period: 12 Weeks Quarter ☐ (Considered as 3 months for pay purposes)
8 Weeks Session ☐

If other than full periods named above, state beginning date and terminal date (date following last work day): ____________________

OTHER CONDITIONS:

If related by blood or marriage to any member of the Board of Trustees, please state relationship:

I accept an appointment under the above conditions and subject to the printed conditions set forth on the reverse hereof:

Signature of Prospective Appointee Date
Dean or Director Date

PLEASE SIGN AND RETURN ALL COPIES EXCEPT THAT TITLED "PROSPECTIVE APPOINTEE"

NOTE: If this is not a continuation of a current appointment, this form must be accompanied by Personal and Professional Data and transcripts, as well as other pertinent payroll materials.

RECOMMENDATION:

Date
Vice-President
Date

AP[illegible]TMENT:

Pursuant to Part III, Article VIII, Section IC, of the Statutes of the Board of Trustees you are hereby appointed to the above position, pending ratification by the Board of Trustees.

APPOINTED, subject to ratification of Board of Trustees

APPOINTED, or President's appointment ratified, by action of Board of Trustees on

President
Date
Date

CONDITIONS OF APPOINTMENT

1. Members of the faculty or administrative staff are entitled to time off on those legal holidays listed in the catalog, plus New Year's Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day and Christmas Day, plus the one floating holiday, unless such holidays fall within scheduled vacation periods, when they are charged as vacation time.

2. The employment of a faculty or administrative staff member is governed by the laws of Illinois and the Statutes of the Board of Trustees, which laws and Statutes are a part of this agreement as if set out in full herein. Copies of the Statutes are available at the Office of the Board of Trustees.

3. Academic tenure is governed by the following provision of the Statutes of the Board of Trustees, Part III, Article VIII, Section 6B:

   B. Academic Tenure.

   1. Tenure Ranks. Tenure shall hereinafter be interpreted as meaning permanent holding of an academic rank and position of employment. Tenure applies only to a basic nine-months appointment each year. All regular members of the teaching and research staff with the ranks of professor, associate professor, assistant professor, and instructor, shall be eligible to attain tenure. Whereas appointments in the three professorial ranks will normally carry or lead to tenure, unless made for a stated term or unless due notice to the contrary is given, in the case of instructors all appointments will be term appointments unless otherwise specifically stated in a written notice of appointment or reappointment. Professionally trained persons who serve in capacities that may be broadly interpreted as involving teaching and/or research shall be eligible for tenure. The Board may, in addition, give tenure to specific persons of the University organization not included in the above-named groups.

   2. Tenure Schedule. Tenure shall be granted to faculty members according to the following schedule, except when abridgement of the probationary period is formally authorized. Years served in any rank shall apply toward tenure in the next higher rank:

      (a) A professor shall have tenure nine months from the date of original appointment at this rank, unless he is given a written statement that his appointment will be terminated at the end of his second academic year of service.

      (b) At the end of a two-year probationary period an associate professor must be notified in writing either that he has been given tenure or that his appointment will not be renewed at the end of the third year. An associate professor who has served previously as assistant professor at this University shall have tenure from the date of his original appointment to the rank of associate professor.

      (c) Prior to the end of a four-year probationary period an assistant professor must be notified in writing either that he has been given tenure or that his appointment will not be renewed at the end of the fifth year.

      (d) An instructor normally shall be appointed for no longer than one year. Such term appointment may be renewed annually, but if the instructor is not to be reappointed following his second or any subsequent year of employment, he shall be given written notice not less than six months preceding the termination of his appointment. Prior to the end of the fifth year of service the appointee must be notified in writing either that he will be given tenure starting with his sixth year of service with the University or that his term appointment will not be renewed beyond the sixth year.

      (e) A lecturer is a faculty member in a temporary or non-regular rank and shall normally be appointed for no longer than one academic year. The appointment may be renewed annually, but if there is uncertainty about re-appointment following his second or any subsequent year of employment, he shall be given written notice not less than six months preceding the termination of his appointment. Years of service at the rank of lecturer shall be applied toward tenure in one of the four regular ranks (professor, associate professor, assistant professor, and instructor) if later appointment to one of these ranks is made, but shall not ordinarily lead to tenure in the rank of lecturer.

. All members of the faculty or administrative staff must at the time of their initial appointment deposit official transcripts of their highest degree attained (or accumulated credits if no degree has been awarded) in the President's Office for use in determining ranks and promotions.

. It is a condition of employment that each appointee agrees to abide by the provisions of the University Patent and (or) Copyright Policy and any contractual obligations of the University to others with reference to discoveries, inventions, improvements, compositions or creations made, produced, developed, actually or constructively reduced to practice or perfected during the term of employment.

SUMMER SESSION PAY SCHEDULE - EFFECTIVE 1973 SUMMER QUARTER

NOTE: All figures were arrived at by using a contract salary of $1000.00

	JUNE	JULY	AUGUST	SEPT.	TOTAL S.S. DOLLARS	
12 weeks(June,July,Aug.Sept.)	500.00	1000.00	1000.00	500.00	3000.00	3 months
11 weeks(June,July,Aug.Sept.)	250.00	1000.00	1000.00	500.00	2750.00	2 3/4 mos.
11 weeks(June,July,Aug.Sept.)	500.00	1000.00	1000.00	250.00	2750.00	2 3/4 mos.
10 weeks(July,Aug.Sept.)	-	1000.00	1000.00	500.00	2500.00	2 ½ mos.
10 weeks(June,July,Aug.)	500.00	1000.00	1000.00	-	2500.00	2 ½ mos.
10 weeks(June,July,Aug.Sept.)	250.00	1000.00	1000.00	250.00	2500.00	2 ½ mos.
9 weeks(July,Aug.Sept.)	-	750.00	1000.00	500.00	2250.00	2 ¼ mos.
9 weeks(June,July,Aug.)	500.00	1000.00	750.00	-	2250.00	2 ¼ mos.
9 weeks(July,Aug.Sept.)	-	1000.00	1000.00	250.00	2250.00	2 ¼ mos.
9 weeks(June,July,Aug.)	250.00	1000.00	1000.00	-	2250.00	2 ¼ mos.
8 weeks(July,Aug.Sept.)	-	750.00	1000.00	250.00	2000.00	2 months
8 weeks(June,July,Aug.)	250.00	1000.00	750.00	-	2000.00	2 months
8 weeks(July,Aug.Sept.)	-	500.00	1000.00	500.00	2000.00	2 months
8 weeks(June,July,Aug.)	500.00	1000.00	500.00	-	2000.00	2 months
8 weeks(July,Aug.)	-	1000.00	1000.00	-	2000.00	2 months
7 weeks(July,Aug.)	-	1000.00	750.00	-	1750.00	1 3/4 mos.
7 weeks(July,Aug.)	-	750.00	1000.00	-	1750.00	1 3/4 mos.
7 weeks(July,Aug.Sept.)	-	500.00	1000.00	250.00	1750.00	1 3/4 mos.
7 weeks(June,July,Aug.)	500.00	1000.00	250.00	-	1750.00	1 3/4 mos.
7 weeks(July,Aug.Sept.)	-	250.00	1000.00	500.00	1750.00	1 3/4 mos.
7 weeks(June,JulyAug.)	250.00	1000.00	500.00	-	1750.00	1 3/4 mos.
6 weeks(July,Aug.Sept.)	-	250.00	1000.00	250.00	1500.00	1 ½ mos.
6 weeks(June,July,Aug.)	250.00	1000.00	250.00	-	1500.00	1 ½ mos.
5 weeks(July,Aug.)	-	1000.00	500.00	-	1500.00	1 ½ mos.
6 weeks(Aug.Sept.)	-	-	1000.00	500.00	1500.00	1 ½ mos.
6 weeks(July,Aug.)	-	750.00	750.00	-	1500.00	1 ½ mos.
6 weeks(July,Aug.)	-	500.00	1000.00	-	1500.00	1 ½ mos.
6 weeks(June,July)	500.00	1000.00	-	-	1500.00	1 ½ mos.
5 weeks(June,July)	500.00	750.00	-	-	1250.00	1 ¼ mos.
5 weeks(July,Aug.)	-	500.00	750.00	-	1250.00	1 ¼ mos.
5 weeks(July,Aug.)	-	750.00	500.00	-	1250.00	1 ¼ mos.
5 weeks(Aug.,Sept.)	-	-	750.00	500.00	1250.00	1 ¼ mos.
5 weeks(Aug.Sept.)	-	-	1000.00	250.00	1250.00	1 ¼ mos.
5 weeks(July,Aug.)	-	1000.00	250.00	-	1250.00	1 ¼ mos.
5 weeks(July,Aug.)	-	250.00	1000.00	-	1250.00	1 ¼ mos.
5 weeks(June,July)	250.00	1000.00	-	-	1250.00	1 ¼ mos.
4 weeks(Aug.)	-	-	1000.00	-	1000.00	1 month
4 weeks(July)	-	1000.00	-	-	1000.00	1 month
4 weeks(Aug.Sept.)	-	-	500.00	500.00	1000.00	1 month
4 weeks(July,Aug.)	-	500.00	500.00	-	1000.00	1 month
4 weeks(June,July)	500.00	500.00	-	-	1000.00	1 month
4 weeks(Aug.Sept.)	-	-	750.00	250.00	1000.00	1 month
4 weeks(July,Aug.)	-	250.00	750.00	-	1000.00	1 month
4 weeks(June,July)	250.00	750.00	-	-	1000.00	1 month
4 weeks(July,Aug.)	-	750.00	250.00	-	1000.00	1 month
3 weeks(Aug.)	-	-	750.00	-	750.00	3/4 mo.
3 weeks(July)	-	750.00	-	-	750.00	3/4 mo.
3 weeks(Aug.Sept.)	-	-	500.00	250.00	750.00	3/4 mo.
3 weeks(July,Aug.)	-	500.00	250.00	-	750.00	3/4 mo.
3 weeks(June,July)	500.00	250.00	-	-	750.00	3/4 mo.
3 weeks(Aug.Sept.)	-	-	250.00	500.00	750.00	3/4 mo.
3 weeks(July,Aug.)	-	250.00	500.00	-	750.00	3/4 mo.
3 weeks(June,July)	250.00	500.00	-	-	750.00	3/4 mo.
2 weeks(Aug.Sept.)	-	-	250.00	250.00	500.00	½ mo.
2 weeks(July,Aug.)	-	250.00	250.00	-	500.00	½ mo.
2 weeks(June,July)	250.00	250.00	-	-	500.00	½ mo.
2 weeks(Sept.)	-	-	-	500.00	500.00	½ mo.
2 weeks(Aug.)	-	-	500.00	-	500.00	½ mo.
2 weeks(July)	-	500.00	-	-	500.00	½ mo.
2 weeks(June)	500.00	-	-	-	500.00	½ mo.
1 week(June)	250.00	-	-	-	250.00	¼ mo.
1 week(July)		250.00	-	-	250.00	¼ mo.
1 week(Aug.)	-	-	250.00	-	250.00	¼ mo.
1 week(Sept.)	-	-	-	250.00	250.00	¼ mo.

SOUTHERN ILLINOIS UNIVERSITY AT EDWARDSVILLE

PERSONAL AND PROFESSIONAL DATA

Name ______________________________
Last *First* *Middle*

Home Address ____________________ Phone ____________

Business Address ____________________ Phone ____________

Date of Birth ____________ Place of Birth ____________________

Marital Status ________ Spouse's First Name ____________ Sons ________ Ages ________

Male ________ Female ____________ Daughters ________ Ages ________

U.S. Citizen ________ Citizenship applied for ____________________

____
Date of this photograph

Height ________ Weight ________ State of Health ________ Physical Defects ________

Social Security No. ____________ (*Note: All persons employed must pass a physical examination*)

EDUCATION (following high school; please attach transcripts)

Dates	Institution and Location	Major and Minor	Degree Name	Degree Date Conferred

EXPERIENCE (teaching, business, etc.)

Dates	Institution and Location	Title or Rank	Salary (Nine months academic year)	Nature of Work or Courses Taught

MILITARY SERVICE

Date Entered	Date Discharged	Highest Rank Held	Military Branch of Service	Present Status

ERENCES (at least three; give full names and addresses)

/

MEMBERSHIPS IN PROFESSIONAL, CIVIC, AND VETERANS ORGANIZATIONS

PUBLICATIONS AND PAPERS READ AT PROFESSIONAL MEETINGS

THESIS AND DISSERTATION TITLES, AND NAMES OF MAJOR PROFESSORS

RESEARCH ACTIVITIES, PROJECTS, AND GRANTS

SPECIALIZATION (preferred teaching subjects)

(secondary subjects, training, preferences, special skills)

Signature	*Date*

SOUTHERN ILLINOIS UNIVERSITY-EDWARDSVILLE
POSITION REQUEST AND AUTHORIZATION FORM

Log No. ________

Position Rank and/or Title   Academic Rank ______________________   Administrative Title ______________________ (if applicable)

Total Pct. of Time ________   Maximum Monthly Salary: Academic $________ % ______   Administrative $________ % ______

DEFINITION OF RESPONSIBILITIES:

Teaching ______________________________

Research ______________________________

Service ______________________________

BUDGET INFORMATION

Budgeting Unit(s) ______________________   Account No. __________

Source of Funds ______________________   Account No. __________

Budget Line Number (where applicable) ______________

Type of Budget Position Against Which Appointment is to be Made:

☐ New   ☐ Continuing   ☐ 9 Mos.   Effective Date __________

☐ Vacated   ☐ Term   ☐ 12 Mos.*   Terminal Date __________

☐ Other

PROGRAMMATIC JUSTIFICATION FOR REQUEST:

____

____

____

____

* Needs Prior Authorization From Vice President & Provost

REQUESTED BY ______________________ Date

AUTHORIZED BY ______________________ Date

ENTERED IN BUDGET

Initials   Date

DISTRIBUTION: 1.White-Dean/Director 2.Yellow-V.P. & Provost 3.Pink-Payroll 4.Green-Fiscal Officer

Southern Illinois University at Edwardsville

Authorization of Positions—Grants, Contracts, and Other Non-State Funds

INSTRUCTIONS: The fiscal officer should list all positions to be approved, sign the form, and forward it to the appropriate Dean or Director. All projects that have been processed by the Research and Projects Office must have this authorization approved by the Research and Projects Fiscal Management Office. The non-state, local, or activities accounts that have not been processed through the Research and Projects Office should be forwarded directly to the Office of the Assistant Vice President for Personnel (e.g. AGP, MAC). When submitting appointment papers, refer to account title and position number. No appointment will be approved without prior authorization of position.

University Account Title and Number ______________________________

Period of Authorization (if applicable) ______________ Funding Authorization (if applicable) ______________

Division or unit ______________________________

Pos. No.	University Title, Rank, or Classification	Name (if known)	Pct. of Time	Date Pos. Active	No. of Months	Current Monthly Salary	Maximum Authorized Salary
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

TO BE USED WITH RESTRICTED ACCOUNTS

PREPARED BY FISCAL OFFICER

Recommended by:

Fiscal Officer ______________________________

Academic Dean or Director ______________________________

Office of Research and Projects Fiscal Management (if applicable) ______________________________

Office of the Vice President ______________________________

Office of the President ______________________________

Entered in Budget Office ______________________________

WHITE: Research and Projects Fiscal Management Office
YELLOW: Vice President's Office
PINK: Payroll
BLUE GREEN: Fiscal Officer
GOLDENROD: Academic Dean/Director

Revised: March 1972
[illegible] 2

SOUTHERN ILLINOIS UNIVERSITY **PAYROLL OFFICE**

PLEASE DELIVER MY SALARY WARRANTS WHEN ISSUED, AS FOLLOWS: **DATE** ____________

☐ 1. To the Campus Distribution Point:
☐ Alton ☐ East St. Louis ☐ Edwardsville

☐ 2. To the Bank: Name of Bank ____________________________

Address of Bank ____________________________

Bank Account No. ____________

☐ 3. To my Home Address ____________________________

____

EFFECTIVE DATES: From ____________ To ____________

SIGNED ____________________ **DEPARTMENT** ____________

PLEASE SUBMIT IN DUPLICATE

Employee's Withholding Allowance Certificate

The explanatory material below will help you determine your correct number of withholding allowances, and will indicate whether you should complete the new Form W–4 at the bottom of this page.

How Many Withholding Allowances May You Claim?

Please use the schedule below to determine the number of allowances you may claim for tax withholding purposes. In determining the number, keep in mind these points: if you are single and hold more than one job, you may not claim the same allowances with more than one employer at the same time; If you are married and both you and your wife or husband are employed, you may not claim the same allowances with your employers at the same time. A nonresident alien other than a resident of Canada, Mexico or Puerto Rico may claim only one personal allowance.

Figure Your Total Withholding Allowances Below

(a) Allowance for yourself—enter 1 . . . . ______

(b) Allowance for your wife (husband)—enter 1 . . . . ______

(c) Allowance for your age—if 65 or over—enter 1 . . . . ______

(d) Allowance for your wife's (husband's) age—if 65 or over—enter 1 . . . . ______

(e) Allowance for blindness (yourself)—enter 1 . . . . ______

(f) Allowance for blindness (wife or husband)—enter 1 . . . . ______

(g) Allowance(s) for dependent(s)—you are entitled to claim an allowance for each dependent you will be able to claim on your Federal income tax return. Do not include yourself or your wife (husband)* . . . . ______

(h) Special withholding allowance—if you have only one job, and do not have a wife or husband who works—enter 1 . . . . ______

(i) Total—add lines (a) through (h) above . . . . ______
If you do not plan to itemize deductions on your income tax return, enter the number shown on line (i) on line 1, Form W–4 below. Skip lines (j) and (k).

(j) Allowance(s) for itemized deductions—if you do plan to itemize deductions on your income tax return, enter the number from line 5 of worksheet on back . . . . ______

(k) Total—add lines (i) and (j) above. Enter here and on line 1, Form W–4 below . . . . ______

*If you are in doubt as to whom you may claim as a dependent, see the instructions which came with your last Federal income tax return or call your local Internal Revenue Service office.

See Table and Worksheet on Back if You Plan to Itemize Your Deductions

Completing New Form W–4

If you find that you are entitled to one or more allowances in addition to those which you are now claiming, please increase your number of allowances by completing the form below and filing with your employer. If the number of allowances you previously claimed decreases, you must file a new Form W–4 within 10 days. (Should you expect to owe more tax than will be withheld, you may use the same form to increase your withholding by claiming fewer or "0" allowances on line 1 or by asking for additional withholding on line 2 or both.)

Give the bottom part of this form to your employer; keep the upper part for your records and information

- -

EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE

Please Type or Print

Voting County ______

Mo. Day Year
Date of Birth ______

Social Security No. ______

Name Last ______ First ______ Middle ______

Legal Address ______ City ______ State ______ Zip ______

Mailing Address if other than above ______ City ______ State ______ Zip ______

☐ **New Employee**
☐ **Name Change**
Was ______
☐ **Address Change**
☐ **Exemptions Change**

MARITAL STATUS MUST BE DESIGNATED

☐ Single ☐ Married

(If married but legally separated, or wife (husband) is a nonresident alien, check the single block)

1. Total number of allowances you are claiming . . . . ______

2. A straight percentage deducted from each pay . . . . % ______
(15% - 50% range)

I certify that to the best of my knowledge and belief, the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

FORM W-4
(Rev. Aug. 1972)

4850-1.047-1 1-28-72 (Date) ______ , 19___ (Signed) ______

What if You Itemize Deductions?

If you expect to itemize deductions on your income tax return, you may be entitled to claim one or more additional withholding allowances on line (j) on page 1. You may claim one additional withholding allowance for each $750, or fraction of $750, by which you expect your itemized deductions for the year to exceed the amounts shown in columns (A), (B), or (C) below.

Estimated salaries and wages	Single employees (with one job) (A)	Married employees with one job (wife or husband is not working) (B)	Married employees (both husband and wife working) and employees working more than one job (C)
Under $8,000	$1,700	$1,700	$1,700
$8,000–10,000	1,800	1,800	2,000
10,000–12,000	2,200	2,200	2,700
12,000–15,000	2,400	2,400	2,700
15,000–20,000	2,400	2,400	3,300
20,000–25,000	2,400	2,400	4,000
25,000–30,000	2,900	2,400	4,900
30,000–35,000	3,800	2,400	5,900
35,000–40,000	4,900	2,700	6,900
40,000–45,000	6,400	3,500	7,900
45,000–50,000[1]	7,900	4,500	9,100

[1] If your annual salary or wages exceeds $50,000, you may claim one additional withholding allowance for each $750, or fraction of $750, by which your expected intemized deductions will exceed the following: A single employee with one job-19 percent of annual salary or wages; A married employee with one job whose wife or husband is not working—13 percent of annual salary or wages; A married employee whose wife or husband is also working or an employee who holds more than one job—22 percent of the combined or total annual salary or wages.

Determining Withholding Allowances For Itemized Deductions

The worksheet below will be helpful to you in determining whether your expected itemized deductions entitle you to claim one or more additional withholding allowances.

Worksheet

1 Total estimated annual salary or wages (from all sources) . . . . 1 $
2 Total expected itemized deductions for the year. . . . . 2 $
3 Appropriate amount from column (A), (B), (C) or footnote 1, above. 3
4 Balance. Subtract line 3 from line 2. (If "0" or less, you are not entitled to additional allowance(s) for itemized deductions) . . . . 4 $
5 If the amount on line 4 is:

Between	Enter on line 5	Between	Enter on line 5	Between	Enter on line 5
$0– $750	1	$2,251–$3,000 ...	4	$4,501–$5,250 ...	7
751–1,500	2	3,001– 3,750 ...	5	5,251– 6,000 ...	8
1,501–2,250	3	3,751– 4,500 ...	6	6,001– 6,750 ...	9

Note: *If the amount on line 4 is over $6,750 you get 9 allowances, plus 1 allowance for each $750 or fraction thereof by which the amount on line 4 exceeds $6,750. If the balance on line 4 is less than "0", you may be having too little tax withheld. You can generally avoid this by claiming one less allowance (than the total number to which you are entitled) for each $750 by which the estimated deductions on line 2 are less than the amount on line 3.*

5 Enter this number on line (j), page 1.

16-81916-1

Form IL-W-4	**ILLINOIS DEPARTMENT OF REVENUE**	**PRINT FULL NAME**	**SOCIAL SECURITY NO.**
EMPLOYEE'S ILLINOIS WITHHOLDING EXEMPTION CERTIFICATE		**HOME ADDRESS**	

EMPLOYEE:
File this form with your employer. Otherwise he must withhold Illinois Income tax from your wages without exemption.

EMPLOYER:
Keep this certificate with your records. If the employee is believed to have claimed too great an exemption, please inform the Illinois Dept. of Revenue.

HOW TO CLAIM YOUR ILLINOIS WITHHOLDING EXEMPTION

1. Write number of exemptions to which you are *ENTITLED* on your Federal Income Tax Return (Form 1040) .... ☐
2. To claim your full Illinois exemption, enter the amount shown on Line 1. If you elect to reduce the amount of your Illinois exemption for purposes of withholding Illinois income tax, enter a lesser number .... ☐

I CERTIFY that the withholding exemption claimed on this certificate does not exceed the amount to which I am entitled.

(Date)________________________, 19____ (Signed)____________________________

FORM IL-W-4

NOTICE TO EMPLOYEE

1. Personal and dependency exemptions allowable for Federal Income Tax purposes may be used to compute your Illinois withholding exemption. Itemized deductions allowable for Federal Income Tax purposes are NOT allowable for Illinois Income Tax. DO NOT increase your Illinois exemption for itemized deductions for Federal Income Tax purposes.

2. You may file a new certificate at any time if the number of your exemptions for Federal Income Tax purposes INCREASES.

You MUST file a new certificate within 10 days if the exemption previously claimed by you DECREASES because of a reduction in the number of your exemptions for Federal Income Tax purposes.

The death of a wife or a dependent does not affect your withholding exemption until the next year, but requires the filing of a new certificate. If possible, file a new certificate by December 1 of the year in which the death occurs.

For further information, consult the Illinois Department of Revenue or your employer.

3. Do not claim an Illinois exemption in excess of the amount to which you are entitled. You may claim a lesser amount. Every individual whose annual tax can reasonably be expected to exceed the amount withheld and any credits allowed by more than $50.00, shall file with the Illinois Department of Revenue, a declaration of estimated tax.

4. Penalties: Penalties are imposed for willfully supplying false information or willful failure to supply information which would reduce the withholding exemption.

CHANGE OF ASSIGNMENT OR OTHER CONDITIONS OF APPOINTMENT

For a regular staff member (including term, continuing, or tenure) the Change of Assignment form must be used to recommend a change in title, rank, salary, or other conditions or appointment during the effective period of the appointment. It is necessary that full information, including a terminal date when appropriate, be provided and that justification for the proposed change be given.

The Change of Assignment form should be initiated by the department chairman or equivalent administrative officer and forwarded to the Office of the Vice President & Provost through the appropriate administrative offices. The Change of Assignment does not become effective until approved and ratified by the Board of Trustees.

List of Changes Effected by a Change of Assignment:

All leaves exclusive of sabbatical leave.
Change of rank other than at regular promotion time.
Change of account from which salary is to be paid.
Change of function (i.e. adding administrative assignment as department chairman).
Change of salary base at time other than regular salary increase recommendations.
Payment of extra compensation for approved overload.
Retirement.

The Change of Assignment form is not to be used to extend any contractual agreement. This must be accomplished through the issuing of a new contract.

Budgetary commitments associated with such changes of assignment must be provided for within the budget of the requesting unit.

SIU

CHANGE OF ASSIGNMENT, TITLE, OR CONDITIONS OF ASSIGNMENT

(NOT to be used for Extension of Appointment)

Southern Illinois University at Edwardsville

PRESENT STATUS

NAME ______________________________ SOCIAL SECURITY NO. ____________

(LAST) (FIRST) (MIDDLE)

Academic Rank or Administrative Title	% of Time	Salary	Position Number	Unit or Department	Now Paid From: Account Number

RECOMMENDED STATUS

Academic Rank or Administrative Title	% of Time	Salary	Position Number	Unit or Department	To be paid from: Account Number

IF APPLICABLE, RESERVE LINE FROM WHICH FUNDS ARE TO BE TRANSFERRED:

EFFECTIVE DATE(S) FOR CHANGE (beginning and terminal): ____________

COMMENTS AND JUSTIFICATION:

STAFF MEMBER ____ DATE

UNIT OR DEPARTMENT ____ DATE

DEAN OR DIRECTOR ____ DATE

DEAN OR DIRECTOR ____ DATE

VICE PRESIDENT ____ DATE

51

PRESIDENT OR VICE PRESIDENT ____ DATE

2660-3

PRESIDENT'S OFFICE

FLOW CHART FOR PERSONNEL MATTERS IN ACADEMIC AFFAIRS

Step I Receipt of papers and entry into the log by Academic Affairs Receptionist.

Ia Xerox made of initial page of each set of papers, to be dated and sent within one day to the originating department as an acknowledgement of receipt of papers.

Ib Check of completeness of papers. If papers are incomplete, (i.e. missing transcript, W-4 forms, P and P form) papers will be returned to originating department with request for completion. Xerox copy of first page then kept in house for record purposes.

Ic If papers are complete, Xerox copy is returned to originating department. Papers go forward to Step II.

Step II Check of papers for appropriateness according to procedures, statutory and other. At state II a check is made to see that the salary range is appropriate; the title and rank are consistent with the preparation indicated on the P and P form; all necessary contingencies are clearly indicated on the contract; that potential conflict of interest questions are answered with Approval of Outside Employment forms; budget and position check is done on the papers to make sure that they agree with the personnel services budget printout.

IIa If papers are complete and meet all check-lists, they are to be sent on to Step III. If they are not complete, they are to be returned to originating unit with a memo clearly indicating what the problems are, with a Xerox copy of the original page maintained in our files for record purposes. At such time as the papers are clear of all the items on the check-list, they are to be processed to Step III.

Step III Papers are reviewed again and are approved for payroll and budget and the Vice President & Provost's name is affixed.

Step IV Following the signature of the Vice President & Provost, papers are to be sent to Payroll and a Xerox copy, INCLUDING the Vice President & Provost's authorizing signature and the date, is to be sent to the originating department as notification that the papers have cleared this office.

Step V An appropriate Board Matter is at this time prepared for the ensuing Board meeting at which approval by the Board of Trustees is required.

Step VI Following action by the Board, notification is sent to the unit of the Board action, and entry is made into the permanent file of the faculty member.

VIa All matters, or a copy of all matters related to faculty status, including promotion and tenure, will be placed in the central permanent file of the faculty member.

PROMOTIONS IN ACADEMIC RANK

Nominations for promotion in rank originate with the department chairman or equivalent academic officer and are reviewed, in turn, by the appropriate administrative officer, Vice President & Provost, and the President.

The format to be followed in preparing promotion materials is shown on the following pages. Only one dossier for each nominee for promotion is to be submitted to the Office of the Vice President & Provost.

A complete statement of the policy of the Board of Trustees on the criteria to be employed in evaluating faculty for promotion also appears in the pages following.

Because of the relatively large proportion of faculty in the ranks of professor and associate professor, the following guidelines are set forth to assist in establishing priorities for promotions. What follows is an attempt to objectify in some meaningful and concise way the bases for promotion recommendations.

1. General Guidelines for Promotion Recommendations

    A. Promotion is based on excellence in teaching, in scholarship and creative work, and in various administrative, professional, academic, or civic services. A candidate for promotion should demonstrate meritorious contributions in at lease two of these three areas and be satisfactory in the other, or demonstrate exceptional excellence in one. Personal and professional integrity are, of course presumed. Promotion to any rank is a recognition of past achievement and a sign of confidence that the man or woman is capable of greater responsibilities and accomplishments. The ultimate purpose of all promotions is to build the best possible faculty. All faculty who have not achieved the full professoriate are technically eligible to be considered for promotion.

    B. Promotion to assistant professor is based on the faculty member's having (1) attained the terminal degree in his discipline or done equivalent advanced or creative work, (2) had successful experience as a teacher, and (3) shown intellectual and scholarly promise. The faculty member becomes eligible for promotion consideration in whatever year these criteria are met.

C. Promotion to associate professor is based on (1) possession of the terminal degree or equivalent professional experience, (2) the candidate's continued growth as a teacher and scholar and (3) his successful assumption of departmental and University responsibilities. Frequently, a major consideration is the faculty member's capacity for advanced and graduate teaching that has developed from his own significant contributions to knowledge and his promise of continuing independent research. Promotion to this rank for other reasons rests upon proven abilities and exceptional accomplishments.

An assistant professor is normally not considered before the fourth year of his service, but may be considered earlier if his is an exceptional case. The period of intensive review is during the period of his fifth, sixth, and seventh years.

An assistant professor nearing retirement may be considered for promotion to associate professor on the bases of longevity and general contributions to the University.

D. Promotion to professor is based on scholarly, professional, and creative achievement beyond that required for the associate professorship. In scholarship or creative work, the candidate should have achieved professional recognition in his field. In academic, administrative, and professional services, he should have contributed markedly to the advancement of the University.

An associate professor is not normally considered before the fifth year of his service, but may be considered earlier if he is an exceptional case. The period of intensive review is during the period of his sixth through tenth years of service.

Promotion to full professor is not made on the basis of length of service to the University alone.

II. Bases for Promotion

A. Effectiveness in Teaching

1. It is recognized that an accurate assessment of quality of teaching is very difficult. Excellence of teaching is nevertheless recognized by many as the most important of the criteria and each Dean is charged with the responsibility of making a very careful annual assessment of the quality and effectiveness of the teaching done by

each member of his faculty. This assessment is to be available in writing and should be discussed with the faculty member prior to its becoming a part of his personnel file.

2. Valuable Traits in Teaching

   a. Command of subject
   b. Familiarity with advances in his field
   c. Ability to organize material and to present it with force and logic
   d. Capacity to awaken in students an awareness of the relation of his subject to other fields of knowledge
   e. Grasp of general objectives
   f. Ability to vitalize learning
   g. Ability to arouse curiosity toward further and more independent learning
   h. Ability to stimulate advanced students to higher creative work
   i. Maintaining a sufficiently high standard of achievement
   j. Fairness and judgment in grading
   k. The extent and skill in the general guidance and advising of students and the contribution to student welfare

3. Leadership and achievement in the development of new ideas and teaching methods.

B. Productive Research or Literary or Artistic Creation

1. Productive research or creative work is not merely a matter of quantity. The quality of such work is obviously of far greater importance in evaluating the contribution of a faculty member in his field. The Dean is expected to base his recommendations upon an earnest effort to measure the quality of the research and other creative production done by each member of the faculty.

2. Publication in the following is valued according to its quality and significance -- scholarly books, textbooks, reviews, reports, articles in scholarly and professional journals, and participation in projects of scholarly interest.

3. Distinguished creation receives consideration equivalent to distinction achieved in research. Public recognition is valuable in these matters as it is reflected

in professional awards, the assignment of unusual tasks and commissions, the acceptance of the faculty member's work in permanent collections or its publication in leading professional journals, invitations to participate in significant exhibitions and any other public honor on the local, national, or international scene.

4. Demonstrated professional distinction is recognized as a criterion for promotion. In areas such as music, theater, and dance, distinguished performance is considered.

C. Service to the University and the Community

1. Here are included all activities other than teaching, research, or creative work, which may be viewed as distinct contributions to the University or to the faculty member's field of learning, such as interest in student welfare (as evidenced by counseling and advising); service in department and University committees; participation in the activities of state, national, and international professional organizations; and civic contributions in the area of the faculty member's specialization.

2. Recognition is given to faculty members who prove themselves to be able administrators or who participate effectively and imaginatively in University government or the formulation of departmental, divisional, and University policies.

BASIC PROMOTION POLICY

Qualifications for Rank

An earned doctor's degree is the usual minimum academic qualification to be considered in recommending persons for the rank of professor, associate professor, and assistant professor. An earned master's degree is the usual minimum academic qualification to be considered in recommending persons for the rank of instructor. These degrees are not required, however, in cases where training and experience clearly indicate the person's ability to do effectively the quality of work commensurate with the privilege and salary of the rank. All facutly members should acquire an acceptable amount of additional training at reasonable intervals. As a matter of general policy, persons under 45 should be encouraged and expected to secure the doctorate.

Promotions from one rank to another shall not follow automatically when a faculty member shall have raised his formal qualifications to meet the requirements of a higher rank, but shall be based on merit and made according to the procedure outlined in the Statutes of the Board of Trustees.

Proportions in Rank

Although the distribution of the faculty among the various ranks must be determined by many factors and cannot be the same at all times, it is desirable that the number of faculty members in each of the ranks shall be approximately equal. Consistent with the distribution of preparation and experience which actually follows such a distribution of ranks and with the availability of state funds to meet the additional costs of appointment to higher ranks, the University will move gradually toward such a distribution.

Promotions

It is recognized that recommendations for promotions, as well as for initial appointment and merit increases, ultimately depend upon the judgment of the administrative officers concerned. In making such recommendations, administrative officers shall present evidence that the individual has, in addition to the usual formal qualifications, meritorious qualifications in terms of one or more of the following criteria:

A. Effectiveness in teaching.

B. Research and creative activity.
(This includes productivity in areas such as art, speech, music etc.)

C. Other services to the University.
(Examples of such services are: representing the University in a distinguished manner in concerts, speeches, or consultant work; editing professional journals; giving outstanding performance in councils, committees, etc.)

It is understood that these criteria are not to be given equal weight in the evaluation, but that the weighing will depend upon the nature of the work which is being done by the person who is being evaluated. The following methods of evaluation are proposed:

A. Effectiveness in Teaching.

It is recommended that each department select from the evaluation methods listed below those which the department desires to employ in evaluating the teaching ability and achievements of its members. After using such methods as the department selects, the results shall be forwarded by the chairman, with his recommendations, to the dean of his college or to the appropriate administrative officer, and thence through the regular administrative channels as provided in the By-Laws and Statutes of the Board of Trustees:

1. Conference with colleagues in department.
2. Reports of chairman, dean, director, etc.
3. Questionnaires filled out by graduating seniors.
4. Student opinion polls.
5. Opinions of alumni obtained through interviews or questionnaires.
6. Interviews with students on graduating list.
7. Ratings made by administrative officers or committees after regular systematic class visitation.
8. Comparison of student standings on departmental examinations.
9. Comparison of student performance on pre- and post-tests.
10. Study of activities in which students engage while taking course.
11. Investigation of student activities subsequent to taking course.

12. Examination of published materials bearing on teaching.
13. Inspection of outlines, syllabi, and other materials developed for use in the course.
14. Observation of discussions in committees, conferences, and meetings bearing on teaching.
15. Participation in local, regional, state, and national organizations concerned with teaching.

B. Research and Creative Activity.

Evidence of achievements in research and creative activity should be presented to the appropriate department or office head by means of the personnel reports or in any other manner this officer shall determine. The evidence shall then be forwarded to the appropriate dean or administrative head through the regular channels provided by the By-Laws and Statutes of the Board of Trustees. The services of consultants may be used whenever necessary to determine the worth of any production.

C. Other Services to the University.

Where such services are performed by persons who are assigned primarily to the departments or faculties the chairmen of the departments or faculties concerned shall be responsible for requesting the recommendations from the heads of the areas or divisions in which the services have been performed. Where the services are performed by persons not assigned primarily to departments or faculties, the recommendations should originate with the administrative heads of the areas or divisions in which these services would ordinarily come. If there is doubt about the appropriate area or division concerned, then the recommendations should originate in the office of the President or Vice President & Provost.

Policy on Promotion of Persons with Academic Rank Holding Non-Academic Assignments

In addition to the usual procedure for academic promotion, the President may receive from other administrators recommendations for academic promotion of any qualified persons in their organizations who already hold the ranks of instructor, assistant professor, or associate professor. After subjecting the recommendations to appropriate review, including any academic unit involved, he shall either forward them to the Board of Trustees with his endorsement or return them to the initiating officer for future consideration. Any faculty member holding academic rank has the right to equal consideration with other faculty members for promotion upon his merits regardless of the location or nature of his assignment. It is the function of the administrative officers involved to implement this policy and of the President to see that its implementation is effective.

9/74

PROMOTION RECOMMENDATION
Revised 6/1/73

SOUTHERN ILLINOIS UNIVERSITY

Recent Picture
approximately

2½ x 3½

Name Rank Academic Unit

is recommended for promotion to the rank of ____________________

Chairman Date

Dean, Director, or Division Head Date

Vice President & Provost Date

President Date

I. Information on Candidate at Time of His Employment.

A. Date of Employment ____________________ Age ________

B. Rank and Title ______________________________

C. Highest Degree ______________________________

D. Special Qualifications:

E. Experience in Other Higher Institutions:

F. Nature of Initial Assignment:

II. Changes Subsequent to Employment:

A. Degrees Completed:

University	Degree	Date Conferred

B. Promotions Granted:

1. Date ______________________ From (rank) ________________ to ______________

2. Date ______________________ From (rank) ________________ to ______________

C. Monthly Salary: (Salary for current year and 4 previous years)

1971-72	1970-71	1969-70	1968-69	1967-68

D. Nature of Present Assignment: (include full academic year)

III. In Support of This Recommendation:

A. Evidences of mounting excellence in assigned work during present rank:

(Space as needed)

B. Evidences of growing acceptance and status in special field:

(Space as needed)

C. Other evidence of quality, effectiveness and professional commitment as it relates to this recommendation:

(Space as needed)

D. Cumulative summary of assignments:

(Space as needed)

E. Evidence of student and other evaluations of teaching:

(Space as needed)

Please supply supplementary material as it applies.

APPROVED SALARY RANGES
FOR ACADEMIC RANKS

The following ranges of monthly salaries for the several academic ranks are applicable for 1972-73. They will also serve as general guides for recruitment for 1973-74.

Tenure Gaining Ranks	Minimum	Maximum
Professor	$ 1,600	$ 2,600
Associate Professor	1,200	2,100
Assistant Professor	900	1,700
Instructor	750	1,300
Non-Tenure Gaining Ranks		
Assistant in ----- Lecturer*	500	1,000

Although academic officers are requested to work within these practical maxima and minima, it is understood the Vice-President & Provost office may be petitioned to make exceptions (prior, of course, to the making of any commitments). The reason for the review of exceptions by the Vice President & Provost is that paying a substantial number of very high or very low salaries actually has the effect of creating new salary policies and should, therefore, be examined in the light of both past policy and present budgetary provisions. Requests for exceptions (see form) to these salary ranges should be made by the appropriate administrator to the Office of the Vice President & Provost, and must be approved in writing prior to the proffering of a contract.

---

* The Lecturer rank is used as a short-term appointment designation for someone who might be awarded one of the professorial ranks were he to be employed on a continuing basis. An equivalency to one of the ranks should be demonstrated for purposes of establishing appropriate salary (i.e. if the lecturer's qualifications were equitable to those of an associate professor either in training or experience, or both, the range of $1,200 to $2,100 would pertain.) Before a Lecturer can be considered for tenure he must normally be promoted to an academic tenure-gaining rank.

APPROVED SALARY RANGES FOR ADMINISTRATIVE STAFF*

Title	Monthly Base
Program Director	800 - 2,000
Project Director	800 - 1,600
Coach	700 - 1,800
Assistant Coach	700 - 1,200
Assistant Director of Admissions & Records	800 - 1,400
Coordinator	800 - 1,700
Head ------	1,200 - 1,900
Assistant Head	800 - 1,500
Academic Adviser	700 - 1,200
Editor	1,200 - 1,900
Counselor	800 - 1,700
Staff Assistant	500 - 1,200
Assistant to ------	relates proportionately to salary level of position it assists

---

* Requests for deviations from the above ranges require the prior approval of the Vice President & Provost and should be submitted on Form for Justification of Exceptions.

PAY RATES FOR PART-TIME ACADEMIC STAFF

The monthly salary base for part-time staff should be within the same guidelines used for full-time staff with similar credentials. However, for part-time faculty, the monthly rate is based on a full-time teaching load of 15 - 16 hours: thus a 3 credit-hour course normally levels to a 20% appointment; a 4 credit-hour course levels to a 25% appointment.

NOTE: These criteria do not apply to cooperating teachers, applied music lecturers or personnel compensated on an hourly basis.

FACULTY STATISTICAL REPORT

Four times each year (by quarter) each member of the faculty and administrative staff is expected to submit a report which relates activities to budget. It is thus important that the Faculty Statistical Report be completed in detail with as much accuracy as possible.

▼

SOUTHERN ILLINOIS UNIVERSITY AT EDWARDSVILLE

FACULTY STATISTICAL REPORT

***INSTRUCTIONS ON BACK OF LAST PAGE**

STAFF IDENTIFICATION DATA

THIS INFORMATION IS NEEDED TO PREPARE THE UNIVERSITY DIRECTORIES. PLEASE CHECK EACH ITEM OF PERSONAL DATA GIVEN. CORRECT OR ADD MISSING DATA WHERE NECESSARY. IF YOU ARE BUDGETED TO TWO OR MORE ACCOUNTS YOU WILL NEED TO COMPLETE A FORM FOR EACH ACCOUNT

CAMPUS	QUARTER	YEAR	ADMINISTRATIVE TITLE	ACADEMIC RANK	LAST NAME FIRST INITIAL	SOCIAL SECURITY NO
						9/74

DEGREE	SEX	BLDG CAMPUS OFFICE LOCATION ROOM	OFFICE PHONE	THIS REPORT ONLY FOR ▶	% TOTAL APPT	DEPARTMENT OR UNIT	% TO UNIT	ACCOUNT NUMBER

HOME STREET AND NUMBER	HOME CITY AND STATE	HOME PHONE	SPOUSE'S NAME	OFFICE USE ONLY

PROFESSIONAL ACTIVITIES OF STAFF MEMBER

PLEASE ESTIMATE TO THE NEAREST HOUR THE NUMBER OF HOURS PER WEEK YOU SPEND IN EACH ACTIVITY LISTED BELOW. IF YOU ARE IN DOUBT ABOUT CATEGORIZING AN ACTIVITY, PLEASE REFER TO THE REVERSE SIDE OF THE LAST SHEET OF THIS FORM FOR THE DEFINITION OF EACH ACTIVITY. IF SEVERAL FUNCTIONS ARE INCLUDED IN A SINGLE ACTIVITY PLEASE PROVIDE A BRIEF DESCRIPTION OF ALL OF THE ACTIVITIES OR FUNCTIONS WHICH ARE INCLUDED IN YOUR TIME ESTIMATE

HOURS PER WEEK TO ACTIVITY		PROFESSIONAL ACTIVITY	EXPLANATION OR DESCRIPTION OF THE ACTIVITY WHERE NEEDED	KEY PUNCH USE	
				CHM USE	IR USE
CARD COL 10-11		DIRECT TEACHING COLLEGE CREDIT ON CAMPUS COURSES COLLEGE CREDIT EXTENSION COURSES		A% 10-13	A
12-13		INDIRECT TEACHING FRESHMAN SOPH LEVEL		B% 14-17	B
14-15		INDIRECT TEACHING JUNIOR SENIOR LEVEL		C% 18-21	C
16-17		INDIRECT TEACHING MASTERS LEVEL		D% 22-25	D
18-19		INDIRECT TEACHING BEYOND MASTERS LEVEL		E% 26-29	E
20-21		DEPARTMENTAL RESEARCH		F% 30-33	F
22-23		THESIS & DISSERTATION GUIDANCE			G
24-25		CREATIVE ACTIVITIES			H
26-[illegible]		ORGANIZED RESEARCH	PROJECT TITLE: FUNDED BY	G% 34-37	I
28-29		ORGANIZED RESEARCH	PROJECT TITLE FUNDED BY		J
30-31		ORGANIZED RESEARCH	PROJECT TITLE FUNDED BY		K
32-33		ORGANIZED RESEARCH	PROJECT TITLE: FUNDED BY:		L
34-35		INTRA-UNIVERSITY COMMITTEES		H% 38-41	M
36-37		OTHER COMMITTEES			N
38-39		ADMINISTRATION			O
40-41		EXTENSION AND PUBLIC SERVICE		I% 42-45	P
42-43		NON-UNIVERSITY PROFESSIONAL ACTIVITIES		☒	Q

TOTAL HOURS		◀ SUMMARY

TO INSURE ACCURACY AND TO ASSIST IN THE TABULATION OF DATA, PLEASE ENTER IN THE SPACE ON THE LEFT A SUMMATION OF YOUR HOURS WORKED PER WEEK FOR EACH DEPARTMENT OR UNIT TO WHICH YOU ARE BUDGETED. AFTER ENTERING YOUR HOURS WORKED, SUM THEM AND VERIFY THEIR AUTHENTICITY BY SIGNING THIS REPORT ON THE LINE TO THE LEFT

SIGNATURE ____________________

DATE ____________________

TO FISCAL OFFICER.

PLEASE REVIEW THE PROFESSIONAL ACTIVITY OF THE ABOVE NAMED PERSON AND TRANSLATE THE HOURS LISTED IN THE COLUMN ON THE LEFT INTO PERCENTAGES TO ASSIGNED ACTIVITIES IN THE "CHM USE" COLUMN. THESE PERCENTAGES MUST EQUAL 100% FOR EACH DEPARTMENT OR UNIT TO WHICH THE ABOVE NAMED PERSON IS BUDGETED. AFTER ASSIGNING, PLEASE SIGN THE REPORT ON THE LINE TO THE RIGHT

TOTAL PERCENTAGE	

SIGNATURE ____________________

DATE ____________________

50-55

DISTRIBUTION

1. INSTITUTIONAL RESEARCH & STUDIES
2. VICE PRESIDENT
3. SCHOOL OF SIMILAR UNIT
4. DEPARTMENT
5. INDIVIDUAL

3585 1 040

COMMENTS:

PURPOSE OF REPORT

Southern Illinois University is dependent upon appropriations from the State Legislature for a major portion of its financial support. With the rapid expansion and increased fiscal needs, the Illinois Board of Higher Education was created by the legislature to review budgets and programs of the State Universities. To help in this task the Board initiated a unit cost study to provide a more objective basis for the allocations of funds. The results of this study serve as one basis for budgetary review. This Faculty Statistical Report was developed to implement the cost study by collecting necessary data concerning the distribution of faculty service. These data also provide valuable institutional management resources for Southern Illinois University.

DEFINITIONS OF PROFESSIONAL ACTIVITIES

DIRECT TEACHING includes the time expended in duties normally associated with direct contact teaching of students in college credit classes. Such "normally associated" duties as preparation for classes or laboratories, evaluation of student progress, supervision of student research, student practicum, thesis and dissertation for students officially enrolled for credit in the present quarter, and conferences with students enrolled in classes taught are included in these activities. Also includes teaching of extension classes for college credit. Do not report here supervision of thesis or other graduate student committee activities for students not specifically enrolled and assigned to you in the present quarter.

INDIRECT TEACHING includes all assigned activities associated with the instruction of college credit students other than direct contact teaching. Examples are: Supervision of teaching by others, academic advisement, procurement and preparation of laboratory equipment and supplies, preparation of course outlines, paper grading for students enrolled with others, direction of extracurricular activities including coaching of athletics debate, music or drama groups not specifically enrolled for course credit with you, remedial teaching, instructional materials preparation, maintenance of shop machinery or instruments. Report Academic Advisement activities in this category. All indirect teaching activity should be allocated to the four levels of student classification.

DEPARTMENTAL RESEARCH includes all research activities carried on under the auspices of the department and supported by departmental funds in the form of salary and departmental service and supplies. Research for the specific purpose of preparing to teach a new course should be included as an indirect teaching activity.

THESIS AND DISSERTATION GUIDANCE includes all those activities provided to Graduate Students not specifically enrolled or assigned to you for the present quarter. Report here the time taken to supervise thesis/dissertations or other graduate student committee activities for students not specifically enrolled in such classes and assigned to you in the present quarter.

CREATIVE ACTIVITIES include professional writing in all academic fields and those performing and specialized activities generally associated with Art and Music.

ORGANIZED RESEARCH is research for which a specific sum of money has been set aside either for specific projects or as the budget for a seperate research agency. Organized research activities may be funded from a "Research General Account," "Organized Research Budgeted Account," "Co-operative Research Account," Private business or other non-state funds.

INTRA-UNIVERSITY COMMITTEES includes all those committees outside the immediate department or unit which have been established in response to institutional or campus needs. This category includes school, college, campus or university administrative committees, faculty councils, and other planning groups.

OTHER COMMITTEES includes all those committee activities not classified as intra-university. Such committees as relate to governmental agencies or inter-institutional coordination are examples of Other Committee activities. Committee membership in professional organizations should be included as a non-university professional activity.

ADMINISTRATION includes the usual activities of general administrative officers and that of their assistants; the usual work of deans, directors and department or division heads, and that of their assistants. It also includes Departmental membership duties required of faculty members. All sabbatical leave time should be reported under this activity.

EXTENSION AND PUBLIC SERVICE includes assigned activities performed for off-campus or non-University groups. Examples are: (1) Adult education, secondary and elementary classes, contract training programs, institutes, conferences, clinics, and sub-collegiate-credit programs however sponsored. (2) Assigned community and business consultant services, clinical and educational services, services to professional and special interest groups. (3) Assigned, printing, editing, publishing, news media services, radio and television services, and (4) Other assigned similar activities where elements of public service and relations are involved. Do not report activities for which compensation, beyond appointment salary, is received. All non-assigned activities of this nature should be reported under non-University Professional Activities.

NON-UNIVERSITY PROFESSIONAL ACTIVITIES includes non-assigned activities performed for off-campus or non-university groups which have an indirect relationship to the university. National professional organization activities should be included in this category. Include those activities for which compensation is received if such activity is university related and the service is irregularly performed.

SALARY ADJUSTMENTS

Annual Salary Review

A thorough review of salaries must be made by department and faculty chairmen, or by comparable administrative officers, and by deans and directors at the time of the annual spring salary review. As a result of this review, salaries are set for one year. Except for the most compelling reasons, "out-of-season" salary adjustments will not be approved by the Vice President & Provost.

Effective Dates for Salary Increases

New salary rates for continuing personnel become effective on July 1, following Board approval.

New salary rates for term personnel become effective on July 1, following Board approval, if the necessary reappointment forms have been processed. (New summer session papers are not required.) New salary rates for term personnel whose contracts extend beyond July 1 are effected only if a Change of Assignment is processed. Since the new salary rate cannot be made retroactive, it is necessary that the Change of Assignment indicating the new salary be submitted prior to July 5.

Any salary increase not included and approved by the Board of Trustees on the annual salary increase list effective July 1 must be supported with a statement of justification before it can be processed.

POLICIES RELATED TO COMPENSATION FOR EXTRA SERVICES *

COMPENSATION FOR EXTRA SERVICES

Under date of December 1, 1971, the University Senate, Faculty Welfare Council's policy on compensation for extra services was adopted by the President. The adoption was subject to the development of guidelines. The guidelines as developed and approved by the President have been endorsed by the Faculty Welfare Council and the University Senate Executive Committee.

A restatement of the policy and the statement of guidelines are presented in the following material.

FACULTY WELFARE COUNCIL #5-70/71
(Revised 9/30/71) December 1, 1971

Policy for Compensation for Extra Services in Extending the Mission of the University

In order to extend more effectively the mission of the University, the Faculty Welfare Council of the University Senate recommends the establishment of the following policy regarding additional compensation for extra services:

1. Any activity for extra compensation shall be entered into by mutual agreement between the faculty member and the appropriate administrators of the academic units involved. While exceptions may be made according to the individual judgement of the appropriate administrator, these activities shall ordinarily be limited to faculty members on continuing appointment.

2. Compensation shall be based upon contact hours and academic rank in non-credit teaching, and on credit hours and academic rank in credit courses.

3. No faculty member shall be assigned more than one overload course, whether for credit or non-credit, in any academic year.

   3a. An overload is defined as being in excess of the teaching and/or service loads described in Faculty Welfare Council #1-70/71.

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*Academic Affairs Transactions #31, June 26, 1972

4. Extra compensation for teaching credit courses on an overload basis shall be limited to locations outside of designated University Attendance Centers (Edwardsville, Alton and East St. Louis).

5. For professional service at conference, occasional spot presentations, or University services to outside agencies:

    5a. Payment shall be negotiated between the faculty member and the appropriate University administrator.

    5b. Payment may be made to faculty members for services performed outside, but not within, the sponsoring unit (division, department, school, other).

GUIDELINES AND PROCEDURES FOR POLICY ON COMPENSATION FOR EXTRA SERVICES

Persons Eligible

Persons holding full-time teaching appointments during the period of time covered by the extra services for extra compensation, alone are eligible to teach credit or non-credit courses on an overload basis.

Persons holding full-time faculty or faculty administrative appointments during the period of time covered by the extra service for extra compensation are eligible under section 5 of the policy covering conferences, occasional spot presentations or University services to outside agencies.

Extra Services for Extra Compensation

Services performed over and above any and all services covered in the recipient's current full-time contract and when such extra services will not in any manner compromise or adversely affect the performance of services covered by the recipient's current full-time contract.

Non-Credit Hour Courses Distinguished from Conferences, Occasional Spot Presentations and Services to Outside Agencies

Non-credit hour courses have a resemblance to credit hour courses in structure, program and time sequence and usually incorporate techniques for evaluating student progress and may include the giving of a certificate of accomplishment or completion.

Conferences, occasional spot presentations and university services to outside agencies are usually of short concentrated duration and usually are for purposes of informing, advising or sharing of information rather than instructing.

Sponsorship (Section 5b of the Policy)

For University State Funds, the unit dispersing such funds becomes the sponsoring unit.

For all other University funds, the external source from which the funds came, whether directly or indirectly for the purpose for which extra compensation is warranted, is considered to be the sponsoring unit.

Approvals for Extra Compensation for Extra Services

Approvals for extra compensation for extra services will follow organizational channels with final approval resting with the functional area Vice President, or with the President for units not organizationally under any of the Vice Presidents. Approval must be obtained in advance of the service.

Method of Payment

Extra compensation for credit and non-credit courses will be paid as an addition to salary.

Extra compensation for conferences, occasional spot presentations or University services to outside agencies will be paid on a contractual services basis.

Rate of Pay

Extra compensation for credit courses will have a maximum rate of pay of one months teaching salary (1). Other rates may be formulated by units so long as they do not exceed the maximum.

Extra compensation for non-credit courses will have a maximum rate of pay of one months teaching salary (1) for services corresponding to the extent of services for a credit course. A lesser extent of services would warrant a prorated decrease of one months salary. Other rates may be formulated by units so long as they do not exceed the maximum.

Extra compensation for conferences, occasional spot presentations or University services to outside agencies will not exceed a maximum of one months teaching (1) salary during a annual period beginning with the Fall Quarter and a maximum rate of $200 per day. The individual's professional qualifications and the number of contact hours should be considered in determining the actual daily rate of pay within the $200 maximum.

(1) The person's teaching salary exclusive of any administrative allowance.

Maximum Overload

For teaching credit and non-credit courses, the maximum overload is one course during an annual period beginning with the Fall Quarter.

For conference, occasional spot presentations, or University services to outside agencies, the maximum overload is 20 days, whether full days or partial days, during an annual period beginning with the Fall Quarter.

Maximum overload in a fiscal year is limited to either a teaching overload or extra services under section 5 of the policy, but not both.

Other Types of Extra Service

Other types of extra services not specifically enumerated in the policy will be considered on an individual basis but will generally be considered to fall under section 5 of the policy and therefore the guidelines applicable to that section.

Certification of Extra Service for Extra Compensation

The following certification must appear on the forms submitted for payment of extra compensation (change of assignment form for salary payment or invoice voucher for contractual payment): "This extra service is over and above services required by the current budgeted contract. It will not affect performance under such contract."

Exceptions

Limited exceptions to the guidelines may be warranted for special circumstances. Requests for exceptions require complete explanation and justification.

COMPENSATION TO FACULTY MEMBERS WHO OBTAIN AND CONDUCT SPONSORED PROJECTS

Approved April 1, 1972, by the President

Southern Illinois University at Edwardsville is genuinely interested in encouraging faculty members to seek support from extramural agencies for projects which show promise of contributing to the excellence of the total University and that coincide with the University's objectives.

Faculty members are encouraged and assisted in their efforts to obtain extramural funding for their projects. It must, however, be clearly understood that faculty members remain employees of the University even when they are paid from grant funds, and that they remain subject to all University policies. Awards normally are made to the University, not to individuals, and any agreement which a faculty member negotiates with an agency is governed by University regulations. Specific guidelines are listed below.

1) The University permits compensation from project funds to be negotiated at a rate based on the salary paid to the faculty member by the University. In no case will an estimated salary or a salary negotiated by the principal investigator with the agency determine the individual's actual salary. Employees being paid from grants and/or contracts are University employees and salaries for these employees must be approved through regular University procedures.

2) Normally, the faculty member who receives salary support from any extramural agency will be reassigned and paid from the grant account for that portion of his time budgeted for in the grant, and will be released from University teaching duties in direct proportion to the percent of time allocated in the grant award.

3) In unusual circumstances the University may allow extra pay for extra services if approved by the granting agency and appropriate University officials. Any overpayment agreement must adhere to the extra compensation for extra services policy recommended by the University Senate and approved by the President.

INTERIM DISLOCATION ALLOWANCE

1. The University recognizes the need for providing a dislocation allowance to regular, full-time faculty under certain conditions. In order to be eligible for such additional compensation, a faculty member must:

    A. be teaching or be on other University assignment off-campus

    1. as part of regular, in-load assignment;
    2. at a distance of more than 150 miles from Edwardsville; and,
    3. be engaged in such activity that he is required to be on location away from Edwardsville for more than two (2) consecutive nights.

II. A miximum payment of $250 will be negotiated as part of an overload payment and will be paid as supplement to income through regular payroll processes with all appropriate withholding deductions.

III. No faculty member may receive payment in any one year from the University (including overload and dislocation payments) of more than 13 months' salary.

POLICY STATEMENT REGARDING PAYMENT TO FACULTY

Effective September 1, 1974, all payments to faculty for any purpose with the exception of travel expenses will be effected by change of assignment and payed through the normal payroll processes.

The maximum amounts which may be paid in salary (exclusive of travel reimbursement) in any one year may not exceed thirteen-twelfths (13/12) of monthly base salary.

ACADEMIC TENURE

Tenure Ranks

Tenure shall be interpreted as meaning permanent holding of an academic rank and position of employment subject to statutory limitations. Tenure applies only to a basic nine-month appointment each year. All regular members of the teaching and research staff with the ranks of professor, associate professor, assistant professor, and instructor shall be eligible to attain tenure. The Board may, in addition, give tenure to specific persons of the University organization not included in the above-named groups.

Tenure Schedule

Tenure shall be granted to faculty members according to the following schedule, except when abridgement of the probationary period is formally authorized. Years served in any rank shall apply toward tenure in the next higher rank:

1. A professor shall have tenure nine months from the date or original appointment at this rank, unless he is given a written statement that his appointment will be terminated at the end of his second academic year of service.

2. At the end of a two-year probationary period an associate professor must be notified in writing eith that he has been given tenure or that his appointment will not be renewed at the end of the third year. An associate professor who has served previously as assistant professor at this University shall have tenure from the date of his original appointment to the rank of associate professor.

3. Prior to the end of a four-year probationary period an assistant professor must be notified in writing either that he has been given tenure or that his appointment will not be renewed at the end of the fifth year.

4. An instructor normally shall be appointed for no longer than one year. Such term appointment may be renewed annually, but if the instructor is not to be reappointed following his second or any subsequent year of employment, he shall be given written notice not less than six months preceding the termination of his appointment. Prior to the

end of the fifth year of service the appointee must be notified in writing either that he will be given tenure starting with his sixth year of service with the University or that his term appointment will not be renewed beyond the sixth year.

5. A lecturer is a faculty member in a temporary or non-regular rank and shall normally be appointed for no longer than one academic year, and in no case longer than six years. The appointment may be renewed annually, but if there is uncertainty about reappointment following his second or any subsequent year of employment, he shall be given written notice not less than six months preceding the termination of his appointment. Years of service at the rank of lecturer shall be applied toward tenure in one of the four regular ranks (professor, associate professor, assistant professor, and instructor) if later appointment to one of these ranks is made, but shall not lead to tenure in the rank of lecturer. Every attempt should be made to move a lecturer into one of the professorial ranks prior to the time of tenure decision if the awarding of tenure is anticipated.

Annual Review

It shall be the responsibility of the head of each appropriate unit to review annually the status of each member of his unit and to make suitable recommendations reagarding promotion expectancies, salary status, and tenure status for each person within that unit. A yearly conference should be conducted between each faculty or staff member and his chairman or administrative superior to discuss yearly goals and attempt to assess how well they were met. A written report of each conference should be available to serve as part of the documentation for salary increase and promotion as well as for tenure consideration.

Procedures for Making Recommendations

The forms on the following pages are to be used in making recommendations for academic tenure. Note that two forms are provided - Form A is to be used to recommend that tenure be granted; Form B is to be used to recommend that tenure not be granted and that the faculty member be notified that his appointment will not be extended. One copy of the appropriate form must be submitted to the Office of the Vice President & Provost. After consultation with the Dean of the Graduate School, the Vice President & Provost will forward the recommendations to the Board of Trustees.

NOTE: Official information concerning tenure can be found on page 31 of the By-Laws and Statutes of the Board of Trustees (as amended August 20, 1971).

FORM A

SOUTHERN ILLINOIS UNIVERSITY
Edwardsville

RECOMMENDATION CONCERNING TENURE

General Information:

Name ________________________________ Age __________

Department or Faculty ________________________________

Date of Appointment at S.I.U. ________________ Tenure Due __________

Rank and Title ________________________________

Highest Degree ________________ Date Conferred __________

Other Special Qualifications:

Experience at Other Institutions:

University	Year	Position

Nature of Present Assignment:

Permanent Tenure is recommended effective ________________.

____
Chairman Date

82

____

____
Dean or Director Date

II. The Following Information is Provided to Support This Recommendation:

A. Evidence of Effectiveness in Teaching:

B. Evidence of Research and Creative Activity:

C. Other Services to the University:

FORM b

SOUTHERN ILLINOIS UNIVERSITY
- Edwardsville

RECOMMENDATION CONCERNING TENURE

I. General Information:

Name______________________________ Age______________

Department or Faculty______________________________

Date of Appointment at S.I.U.______________ Tenure Due__________

Rank and Title______________________________

Highest Degree______________ Date Conferred__________

Other Special Qualifications:

Experience at Other Institutions:

University	Year	Position

Nature of Present Assignment:

Permanent tenure is not recommended. ______________________ should be notified in writing that his appointment will not be renewed at the end of the current year.

____
Chairman Date

____

____
Dean or Director Date

II. The Following Information is Provided to Support this Recommendation:

	Teaching (71%)	Service-Internal (part of 71%)	Research (06%)	Service-External (06%)	Administration (17%
	12 hrs undergrad x3 = 36 per AY 9 hrs grad x4 = 36 per AY (assumes internal service)	4 hours maximum per quarter	20 hrs. max. per qtr.	20 hrs. max. per qtr.	40 hour load FT standard
	Max. yearly load-up to 90% (100% if no internal service)	Max. yearly load up to 10%	Max. yearly load - up to 50%	Max. yearly load up to 50%	Yearly load up to 100%
Yearly load per FTE = 100 % Assign values by statement of job description to each category on annual basis					

Promotion, salary, tenure decisions based on weightings derived from assessment of effectiveness through written evaluations. Each unit should establish cut-off for decisions on an annual basis against published guidelines.

i.e. Maximum Score 90	Maximum Score 10	Maximum Score 50	Maximum Score 50	Maximum Score 100

9/74

YEARLY ASSIGNME EVALUATION

name

unit

		Teaching	Service-Internal	Research	Service-External	Administration	Summary
AY 74-75	Assignment						
	Evaluation						
AY 75-76	Assignment						
	Evaluation						
AY 76-77	Assignment						
	Evaluation						
AY 77-78	Assignment						
	Evaluation						
AY 78-79	Assignment						
	Evaluation						
AY 79-80	Assignment						
	Evaluation						
AY 80-81	Assignment						
	Evaluation						
AY 81-82	Assignment						
	Evaluation						

9/74

MOVING EXPENSES

In general, the University does not pay moving expenses for new faculty members. However, to assist with recruitment, a Dean or Director may agree to pay from his unit's budget a portion of the moving costs for an individual appointee. When moving expenses are allowed, they should be for a person being appointed on a continuing basis to one of the three professorial ranks. Normally, the University does not pay more than one-half of the moving costs. The specific conditions regarding moving expenses should be shown on the appointment forms under "Other Conditions".

When moving expenses are a part of the contract, the Dean or Director should send Moving Expense forms (see following page) to the prospective faculty member along with the appointment papers so that the faculty member can make arrangements for moving. However, it is not necessary that the Moving Expense forms be returned or processed with the appointment papers.

As soon as the new faculty member has made arrangements for his move, he should return the Moving Expense forms to the Dean or Director, who will forward three copies to the Office of the Vice President & Provost.

As soon as the move has been completed, the faculty member must forward a receipt or invoice to the Purchasing Office.

INSTRUCTIONS

The individual moving is responsible for contracting for the move; however, these forms must be processed or the University can neither reimburse the individual nor pay the moving company. It is also necessary to have a receipt or invoice. The following steps should be taken:

1. The Dean or Director should complete lines 1, 2, and 3, and forward four copies to the new faculty member.
2. The individual must complete lines 4 through 8, retain one copy, and return three copies to his Dean or Director.
3. The Dean or Director should indicate his approval and forward to the Office of the Vice President & Provost.
4. At such time as the move has been made, the individual must forward a receipt or invoice to the Purchasing Office. (If the invoice or receipt indicates that the full amount already has been paid, the individual will be reimbursed. If the invoice or receipt indicates an unpaid balance, the University will pay directly to the moving company that portion which has been indicated as the University's share.)

MOVING EXPENSE FORM

SOUTHERN ILLINOIS UNIVERSITY

EDWARDSVILLE

(Please see reverse side of this form for instructions.)

1. Name ______________________________

2. Department ______________________________

3. The University is to pay one-half of the moving expenses, up to a total cost to the University of $________.

4. Moving from: ______________________________
(Street)
____
(City) (State)

5. Moving to: ______________________________
(Street)
____
(City) (State)

6. Company contracted for move:
____
(Name)
____
(Street)
____
(City) (State)

7. Scheduled date of arrival: ______________________________

8. Faculty member desires to:

☐ Pay company in full and be reimbursed for University's share of costs;
or
☐ Pay company his share and have University pay its share directly to moving company.

Recommended by ______________________________ ______________
(Dean or Director) (Date)

Approved by ______________________________ ______________
(Vice President and Provost) (Date)

OFF-CAMPUS DUTY ASSIGNMENT

Although not considered an official leave, a faculty member may be approved for off-campus duty at full salary for one or more quarters. A member of the faculty may find it necessary to conduct research or other University related activities for an extended period. Comparable off-campus assignments may apply to other staff members.

To request an off-campus assignment, a faculty member should complete the appropriate form and submit it to his chairman or equivalent administrative officer for necessary action. Advance approval by the Dean or Director and the Vice President & Provost is required.

Four copies of this form should be submitted to the Office of the Vice President & Provost. After review by this office, one copy of the form will be returned to the appropriate administrative officer showing approval or disapproval. Such assignments, like other conditions of employment, are subject to ratification by the Board of Trustees.

OUTSIDE EMPLOYMENT

A full-time member of the University staff shall not, during his period of annual service, engage in a business (including self-employment) or be employed for remuneration by agencies other than the University except with the approval of the Board of Trustees.* Application forms for registering such outside employment may be secured from the deans or the Office of the Vice President & Provost. Two copies of this form should be submitted to the Office of the Vice President & Provost through the appropriate administrative offices.

An annual revewal of approval for outside employment must be secured by the same process as the original approval. This annual reapproval request should be submitted on July 1.

An annual report of results of outside employment is required. Forms will be sent to all faculty with approved outside employment for completion and return by September 1 following each year of outside employment.

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* Self-employment does not include personal research or publication but does include all other outside activities for which remuneration is received.

APPROVAL REQUEST FOR NON-UNIVERSITY EMPLOYMENT
BY FULL TIME FACULTY OR STAFF
SOUTHERN ILLINOIS UNIVERSITY AT EDWARDSVILLE

(To be filled out in quadruplicate)

Explanation:

Illinois Revised Statutes, Chapter 144, Section 216 (Public Act 76-1343, Approved September 16, 1969) requires full time faculty members of state supported institutions of higher education to obtain prior written approval of his University President (or designee for the performance of outside research or consulting services. The same Act further requires such faculty members to submit to the President an annual statement of the amount of time actually spent on such activities.

While PA 76-1343 applies only to full time faculty and to outside research or consulting services, Article VIII, Section 3 (E) of the Board of Trustees Statutes (Internal Governance) requires each full time member of the faculty or staff to obtain approval of the President and Board of Trustees before engaging in a regular business or being regularly employed for remuneration outside the University.

APPLICATION

Check as appropriate

Name ______________________ Full time faculty __________

Title ______________________ Non-faculty, full time staff _____

Academic Division or Administrative Unit ______________________

This is a request for prior written approval to (check as appropriate):

_______ engage as a full time faculty member in research or consulting services outside of the University

_______ engage as a full time faculty or staff member in a regular business outside the University

_______ as a full time faculty or staff member to be regularly employed for remuneration outside the University

I understand that I will be requested to file an annual report of time actually spent in these activities.

PROPOSED EMPLOYER:

Name of employer(s) ______________________________

Location(s) at which research or consulting services are to be performed:

____

____

Description of proposed duties: ______________________________

____

Estimated beginning date: ______________________________

Estimated ending date: ______________________________

Estimated total research or consulting services time involved: ____________

Estimated total income to be derived: ____________

This will in no way conflict with my University duties.

Signature ______________________________
of Faculty-Staff Member

If recommended and approved, copies are to be sent to: the individual concerned, his immediate superior, and the Office of Institutional Research. If disapproved, all copies of this request will be returned to the faculty-staff member.

Recommended: ______________________________ Date: ____________

Approved: ______________________________ Date: ____________

President or his designated representative

ANNUAL REPORT OF ACTUAL TIME SPENT ON OUTSIDE EMPLOYMENT, RESEARCH, OR CONSULTING SERVICES BY FULL TIME FACULTY OR STAFF MEMBER
SOUTHERN ILLINOIS UNIVERSITY AT EDWARDSVILLE
(To be completed in triplicate)

Please indicate below the actual time spent for all approved non-University employment arrangements of the preceding year (September 1 to August 31). In this report, parts of days may be accumulated and reported as "full day" (June or August, whichever is appropriate). The actual time should be computed on the basis of the actual performance of services excluding travel time and travel time status.

____
Name of Faculty or Staff Member

Appointment Period Covered:
From ______________________
To ______________________

____
Title (including rank)

Academic Division or Administrative Unit ______________________

Date of Report ______________________

APPROVED OUTSIDE RESEARCH OR CONSULTING SERVICES: (if additional space is needed use supplemental form--numbering pages as 1 of 2, 2 of 2, etc.)

	Nature of Employment(s)	Employer(s)	Dates	Time in Days
1.	____________	________	____	________
	____________	________	____	________
2.	____________	________	____	________
	____________	________	____	________
3.	____________	________	____	________
	____________	________	____	________

Total time spent in outside research or consulting services: ____________
day equivalents

Copies are to be sent to the President and the Office of Institutional Research; one copy should be retained by the Faculty or Staff Member.

Signature ______________________
of Faculty or Staff Member

STATEMENT OF ECONOMIC INTERESTS
TO BE FILED WITH THE SECRETARY OF STATE

9/74

(name)

(office or position of employment for which this statement is filed)

(address to which notification of an examination of this statement should be sent)

GENERAL DIRECTIONS

The interest (if constructively controlled by the person making the statement) of a spouse or any other party, shall be considered to be the same as the interest of the person making the statement. Campaign receipts shall not be included in this statement. **If additional space is needed, please attach supplemental listing.**

1. List the name and instrument of ownership in any entity doing business in the State of Illinois, in which the ownership interest held by the person at the date of filing is in excess of $5,000 fair market value or from which dividends in excess of $1,200 were derived during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand deposit in a financial institution, nor any debt instrument need be listed.

Business Entity	Instrument of Ownership

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor or served in any advisory capacity, from which income in excess of $1,200 was derived during the preceding calendar year.

Name	Address	Type of Practice

3. List the nature of professional services rendered (other than to the State of Illinois) and the nature of the entity to which they were rendered if fees exceeding $5,000 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement.

4. List the identity (including the address or legal description of real estate) of any capital asset from which a capital gain of $5,000 or more was realized during the preceding calendar year.

NOTE: This statement is to be filed in the office of the Secretary of State, Ethics Section, Index Division, State House, Springfield, Illinois 62706.

5. List the identity of any compensated lobbyist with whom the person making the statement maintains a close economic association, including the name of the lobbyist and specifying the legislative matter or matters which are the object of the lobbying activity, and describing the general type of economic activity of the client or principal on whose behalf that person is lobbying.

Lobbyist	Legislative Matter	Client or Principal

6. List the name of any entity doing business in the State of Illinois from which income in excess of $1,200 was derived during the preceding calendar year other than for professional services and the title or description of any position held in that entity. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal description.) No time or demand deposit in a financial institution nor any debt instrument need be listed.

Entity	Position Held

7. List the name of any unit of government which employed the person making the statement during the preceding calendar year other than the unit of government in relation to which the person is required to file.

8. List the name of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of $500, was received during the preceding calendar year.

VERIFICATION

"I declare that this statement of economic interests (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my economic interests as required by the Illinois Governmental Ethics Act. I understand that the penalty for willfully filing a false or incomplete statement shall be a fine not to exceed $1,000 or imprisonment in a penal institution other than the penitentiary not to exceed one year, or both fine and imprisonment."

(signature of person making the statement) (date)

Subscribed to before me, this ________ day of ________ A.D. 19____

(SEAL) ________ NOTARY PUBLIC

____
(date of filing)

1-100

OUT-OF-STATE TRAVEL

Academic personnel who expect to receive full or partial reimbursement from the University for official travel outside the State of Illinois must secure advance approval for such travel from the appropriate administrative officer and from the Vice President & Provost.

To request approval and support for out-of-state or foreign travel, the individual should prepare the Request for Out-of-State or Foreign Travel form and submit three (3) copies to the Office of the Vice President & Provost, through the appropriate administrative offices. After review by the Vice President & Provost, one copy of the form will be returned to the appropriate administrative officer showing approval or disapproval.

REQUEST FOR OUT-OF-STATE OR FOREIGN TRAVEL
Southern Illinois University

Pursuant to sections 2.2 and 2.3 of Southern Illinois University travel regulations, advance approval must be secured for travel in excess of 50 miles beyond State of Illinois boundaries or for foreign travel.

DATE ____________________

REQUEST FOR ____
(Name of Traveler)

PERIOD OF TRAVEL ________________ TO ____________________

DESTINATION ____

PURPOSE ____
____

ESTIMATED COST--TOTAL $__________, INCLUDING TRANSPORTATION $__________

LODGING $__________, MEALS $__________, MISCELLANEOUS $______

SOURCES OF FUNDS
- A. STATE ACCOUNT NO. ____________________ $__________
- B. SERVICE ACCOUNT NO. ____________________ $__________
- C. AUXILIARY ENTERPRISE ACCOUNTS INCLUDING FUNDED DEBT: ACCT. NO. ____________________ $__________
- D. RESTRICTED FUNDS INCLUDING STUDENT ACTIVITY: ACCOUNT NO. ____________________ $__________
- E. AGENCY ACCOUNT NO. ____________________ $__________
- F. EXTERNAL TO SIU ____________________ $__________

REQUEST INITIATED BY ____________________________________
(Traveler's Signature)

____ DATE ______________
(Approval of Fiscal Officer, Department Head, Dean, Director)

ADDITIONAL APPROVAL FOR FOREIGN TRAVEL

____ DATE ______________
(Approval of President, Vice-President,
Chief of Board Staff)

DISTRIBUTION: ORIGINAL (To accompany voucher)
DUPLICATE (Traveler's copy)

State of Illinois Form TA-1

RESIGNATIONS

To terminate appointments with the University, individuals on *continuing* appointments must submit official notices of resignation. Such notices of resignation are to be processed at least three months prior to the effective date of resignation. A *term* appointee must submit a notice of resignation *only if he resigns his position during the period of his appointment*. In such cases, it is necessary that notices of resignation be processed at least one month prior to the termination of employment.

Copies of the approved resignation form are to be submitted to the Office of the Vice President § Provost through the appropriate administrative offices. All information requested on the form must be provided *including budget position and number*. If desired, additional information may be presented either on the back of the form or in a covering letter.

SOUTHERN ILLINOIS UNIVERSITY
CAMPUS

Date

FACULTY SEPARATION FORM

Name of Faculty/Administrative Staff Member

Date of Separation

School, Division or Office

Department or Faculty

Account Number

Budget Position Number/s

Present Position:	**New Position:**
Rank	Rank
Title	Title
Tenure	Tenure
Salary	Salary
Date of Original Appointment	School

NOTE: The Chancellor's Office encourages a personal interview at the time of separation. Please call for an appointment.

Reasons for separation (Check appropriate items):

Contract expired	Retiring	Salary
Load	Facilities	Tenure
Rank	Other	

Comment:

FORWARDING ADDRESS:

Signed:

Faculty/Staff Member's Signature Date

Accepted:

Dean's or Director's Signature Date

Date

Accepted:

Chairman's Signature Date

Accepted:

Chief Academic Officer's Signature Date

Original White / President's Office
Yellow / Payroll Office
Pink / Budget Office
Goldenrod / Chancellor's Office

Green / Dean or Director
Blue / Personnel Office
White / Faculty/Staff Copy

0120-7.047-5

FOR INSTRUCTIONS, SEE REVERSE SIDE

INSTRUCTIONS

1. This form is to be used for any faculty or administrative staff member who is to be taken off the payroll.

2. Date of Separation: Unless otherwise stated, date indicated should be the first day following the last day for which the employee is to be paid.

3. Retirees: A change of assignment should accompany the separation form for any person who is retiring since he still has status with the University but on an inactive basis.

4. If the faculty or administrative staff member is paid from more than one account or if he has a line appointment in another Division or School, all fiscal officers must sign to indicate acceptance.

RETIREMENT

A "Handbook of Information" concerning the State Universities Retirement System is available from the Personnel Office.

Although September 1 following age 68 is the compulsory retirement date, it is possible for a person to retire prior to that date. If early retirement is desirable, the faculty member should contact the Personnel Office concerning the benefits to be derived, as well as to complete the necessary forms for receiving retirement benefits.

If a person retires prior to mandatory age, a Change of Assignment should be prepared and processed through normal channels covering exact date of retirement.

SABBATICAL LEAVE

In recognition of meritorious service, and in preparation for increased and continuing professional contribution, continuing members of the academic faculty may be eligible for sabbatical leave. A sabbatical leave may be granted for a maximum of two quarters at full salary or for a calendar year at one-half salary. If the request is for one or two quarters, these quarters must fall within the regular academic year.

Funds are not provided to replace a person on sabbatical. In each instance, the unit is expected to absorb the work load. It is assumed that any sabbatical application which carries the endorsement of the Dean or Director has been subjected to a critical review on both the programmatic validity and the financial feasibility of the sabbatical recommendation.

Following a sabbatical leave, a faculty member must return to Southern Illinois University for six quarters within a period of two years. He must submit a report on his sabbatical activities in writing within 90 days following his return to University duties. This material will be used as part of the documentation available to review for future sabbatical applications.

The policy governing eligibility for sabbatical leave is outlined on the application form. Four copies of the Application for Sabbatical Leave form should be submitted through the appropriate administrative offices to the Office of the Vice President and Provost.

NOTE: A person who is going on leave should check with the Personnel Office to be sure that his fringe benefits will be handled properly during his absence. Upon return from leave, it is to the individual's advantage to again check with the Personnel Office to be sure that his fringe benefit arrangements are satisfactory.

9/74

Southern Illinois University

APPLICATION FOR SABBATICAL LEAVE

In recognition of meritorious service, continuing members of the academic faculty may, upon recommendation of the President and approval of the Board of Trustees, be granted sabbatical leave not to exceed a calendar year with one-half pay or two quarters of leave with full pay, such leave to be within the usual appointment period of the individual. (Other members of the staff having equivalent professional status to the academic faculty are eligible for leaves with pay under the same terms and conditions as for the granting of sabbatical leaves.) Such leave shall be for engaging in appropriate scholarly activity or study which increases their professional competence and adds to their usefulness in a manner approved by the President or the chief academic officer or for the purpose of attending some institution of higher education as a candidate for an advanced degree. During the period of the sabbatical leave a faculty member shall not engage in salaried work for any other employer without the prior approval of the President or the Vice-President for Academic Affairs.

Faculty shall become eligible for such leave at the end of five years of service; such leave may not be granted to any faculty member more frequently than once during any seven subsequent years of service. Periods of leave of absence without pay do not count toward the minimal years of service required for sabbatical leave.

Faculty granted such leave shall agree to serve at least two more academic years on the faculty of Southern Illinois University.

Action on this application is based on the information submitted on this form. Should the conditions relating to the sabbatical leave change, an amended application must be submitted for review.

Applications should ordinarily be in the hands of the President by the March 1 preceding the academic year during which the leave is to take effect.

Name .... Rank .... Department ....

Period for which leave is requested:

Calendar year at half pay ....

Two quarters at full pay ....

(These quarters must fall within the academic year unless a different basic appointment period prevails. Ordinarily summer assignments are not part of the basic appointment period.)

Other ....

Purpose for which leave is requested (include place or school to be attended and describe program of activity):

Post-doctoral study ....

Graduate study ....

Research or creative work ....

Other ....

Summary of proposed program (attach detailed statement) ....

....

....

Amount of non-University income expected from grants, scholarships, salary or other sources ....

Amount of travel and/or living expenses expected from grants, scholarships, or other sources ....

Number of years of service: .... Dates of same ....

Highest degree already earned .... Graduate credits beyond highest degree ....
(quarter hours)

Previous leaves with or without pay *(give dates)* ....

....

Signature of Applicant .... Date ....

Leave recommended by .... Date ....
(Chairman or Head)

.... Date ....
(Dean or Director)

Recommended to the President's Office by: .... Date ....

1030-1.004-1

SICK LEAVE

A faculty or administrative staff member becoming ill is entitled to sick leave of up to sixty (60) calendar days in any contract period of nine months or longer. The beginning date of his sick leave should be reported in writing to the Assistant Vice President for Personnel Administration to insure maximum protection for the individual faculty member.

SOUTHERN ILLINOIS UNIVERSITY AT EDWARDSVILLE

Faculty-Administrative Staff Absence Request

I REQUEST PERMISSION TO BE OFF CAMPUS ON ______________________ IN ORDER
DATE

TO GO TO ______________________ FOR THE PURPOSE OF ______________________
PLACE — OCCASION OF ABSENCE

MY DUTIES WILL BE CARED FOR BY ______________________
NAME

DATE ______________________ SIGNATURE ______________________

APPROVALS:

Chairman or Supervisor ______________________ Date ____________

Dean or Director ______________________ Date ____________

Instructions:

STAFF MEMBERS SHOULD SEND ABSENCE REQUESTS TO THEIR IMMEDIATE SUPERIOR AT LEAST ONE WEEK IN ADVANCE, EXCEPT FOR ILLNESS; IN THIS CASE A REPORT WILL BE FILED IMMEDIATELY BY THE DEPARTMENT CHAIRMAN AND ALSO BY THE STAFF MEMBER UPON RETURNING TO DUTY. APPROVALS OF REQUESTS CAN BE ASSUMED UNLESS NOTICE IS GIVEN TO THE CONTRARY.

01-20-30

LEAVE WITHOUT PAY

Only members of the faculty who are on continuing appointment are normally eligible to receive a leave of absence without pay. Any proposed exceptions must be accompanied by adequate justification.

Appointments may not begin with a leave of absence without pay.

The request for leave of absence without pay should be submitted on the Change of Assignment form to the Office of the Vice President & Provost through the appropriate administrative offices.

VACATION

See Conditions of Appointment, page 7, numbers 4 and 5.

Requests must be submitted on Absence Request form and approved in advance of the vacation time requested.

Requests must be submitted for all persons holding administrative appointments. Requests will be submitted to the administrative officer to whom the individual normally reports.

ABSENCE REQUEST

FACULTY—ADMINISTRATIVE STAFF **SOUTHERN ILLINOIS UNIVERSITY**

I REQUEST PERMISSION TO BE OFF CAMPUS ON ______________ IN ORDER
DATE

TO GO TO ______________ FOR THE PURPOSE OF ______________
PLACE OCCASION OF ABSENCE

MY DUTIES WILL BE CARED FOR BY ______________
NAME

DATE ______________ SIGNATURE ______________

APPROVALS:

DEPARTMENT OR DIVISION HEAD ______________ DATE ________

DEAN OR DIRECTOR ______________ DATE ________

INSTRUCTIONS:

STAFF MEMBERS SHOULD SEND ABSENCE REQUESTS TO THEIR IMMEDIATE SUPERIOR AT LEAST ONE WEEK IN ADVANCE, EXCEPT FOR ILLNESS, IN THIS CASE A REPORT WILL BE FILED IMMEDIATELY BY THE DEPARTMENT CHAIRMAN AND ALSO BY THE STAFF MEMBER UPON RETURNING TO DUTY. APPROVALS OF REQUESTS CAN BE ASSUMED UNLESS NOTICE IS GIVEN TO THE CONTRARY.

4925-2.041-27

CLARIFICATION OF VACATION POLICY

The University has two types of contracts for its faculty and administrative staff; one is a 9-month academic year appointment and all others are built on a fiscal year concept. Only persons holding 12-month fiscal year contracts on a full-time basis are eligible to accrue vacation time. Persons holding appointments for less than 100% or for less than 12 months are not eligible for vacation benefits under the existing policy. It is assumed that anyone working less than 100% or less than full-time for 12 months is compensated on the basis of the work contracted for.

All holders of 9-month academic contracts are expected to fulfill such assignments as are given them within the terms of the contract with the understanding that, at such time as their services are not directly required for the fulfilling of a specific function (i.e. teaching), but as professionals, they will be engaged in the other aspects of their profession, which will provide a means for more effective teaching. This means that although there is no formal vacation schedule for 9-month academic faculty, there will be intervals available (which should be planned jointly by the faculty member and the department chairman or director), when the faculty member may be freed from specific duties for certain periods of time.

VACATION POLICY for TEMPORARY ADMINISTRATIVE ASSIGNMENT on FISCAL YEAR BASIS

A temporarily appointed administrator who is changed from academic to fiscal year appointment for a specific term is entitled to vacation time accrued during that period and should schedule the vacation during the period of the temporary fiscal appointment. The formula for determining the number of vacation days applicable to such a contract would be the number of months of the appointment times 1.67 days.

July 29, 1974

MEMO TO: The Faculty

FROM: Andrew J. Kochman

SUBJECT: Effects of the State Comptroller's Act upon the University payroll system.

Effective July 1, 1974, the State of Illinois Comptroller's Office shall write all payroll warrants for those members of the University who are being paid with "State Funds". The University shall at the present time continue to write payroll checks for those individuals who are being paid from non-State funds.

This change in the method of warrant writing has been dictated by the State Comptroller's Act which became effective July 1, 1974, and centralizes the warrant writing procedure at the State level for State funds.

The new procedures dictated by the State payroll system may in some instances affect your individual method of payment and it is only appropriate that you be made aware of the new procedure and the effects of the Act. At the present time the following items should be considered regarding the new payroll procedure:

No Anticipated Change

1. Payday remains the first day of the month.
2. Direct bank deposit is available as before.
3. Direct home mailing remains the same.
4. Earnings stubs remain the same.
5. Deductions for retirement contributions and the various voluntary deductions will continue to be made in accordance with your instructions on the payroll deduction authorization cards now on file with the Payroll Office.

Changes to the Present Payroll Procedure

1. The University has received special permission to write one paycheck for those members who are on a split appointment between State and non-State accounts until September 30, 1974.

After September 30, 1974, these individuals shall receive two checks, one written by the State and one written by the University. Since the University cannot combine both checks, there is a possibility of an overdeduction or underdeduction for tax purposes, etc.

2. If an individual was prorated last fiscal year and not teaching during the Summer, he shall receive the regular prorated check.

3. If an individual was prorated last fiscal year and teaching during the Summer for a State account (after July 1, 1974), he shall receive two checks, one check for the prorated amount for the past fiscal year and one check for the Summer contract. If the Summer contract is against non-State funds, his prorated check and Summer pay will be contained in one check.

4. The State at the present time will allow the University to award cash payments for late contracts, changes of assignment, etc. on a trial basis. The University, however, has not received a definition of the term "trial basis" and there is an indication that the privilege of cash payments will be eliminated within the foreseeable future.

SECTION C

Graduate - Student Employees

This section covers those points that are policy insofar as it relates to the administration of graduate teaching and research assistantships at Edwardsville.

Work Load

A. Teaching Assistants

A Teaching Assistant is expected to teach two classes or one class and not less than eight laboratory contact hours per week or equivalent tutorial duties. If teaching two classes, every effort should be made to assign two sections of the same class so that one preparation is needed.

B. Research and Graduate Assistants

A maximum of twenty clock hours per week should be assigned.

Contractual Agreements

Within budgetary considerations, effort shall be made to support Divisional requests for summer employment of assistants.

Office Space

It is recommended that within the limitations of space and equipment available, the appropriate administrative officer shall provide such facilities as appropriate to the duties assigned each assistant.

Library Privileges

Through a faculty supervisor, library privileges comparable to instructional responsibilities should be provided.

Parking Privileges

Assistants should be eligible for blue parking decals and the parking privileges accorded this designation.

Fees

Fee Code 27 shall apply, which is the same fee assessment that is charged faculty and staff.

Insurance

Health insurance at the student rate is available for graduate assistants which is appreciably less than the faculty/staff rate.

Sick Leave

Sick leave for graduate students will be available proportionate to the percentage of appointment. For example, if a faculty member has 44 working days available to him during any year, a half-time graduate student would be eligible for 22 working days of sick leave.

Registration Privileges

In accordance with previous policy in existence, graduate assistants can register during the student worker period. Only a statement from the appropriate administrative officer is necessary to permit early registration.

Audio-Visual Privileges

Audio-visual services provided in the instructional process and available to graduate assistants. Clearance for this should be provided by a faculty supervisor designated for such matters.

Steno Pool Privileges

Secretarial and duplication services pertinent to teaching assistant's instructional responsibilities should be made available. Appropriate faculty supervision is assumed.

Bookstore Discounts

Discounts are presently being accorded graduate assistants in the same amount as to faculty and staff.

Professional Meetings

Each Division within its budgetary limitations should attempt to encourage attendance of graduate assistants at professional meetings.

Supervision

Each Division should exercise supervision of its graduate assistants. The responsibility for supervision should be clearly indicated. A formal program of in-service training and orientation should be routinely carried out by each Division dealing with such matters as departmental and divisional policies; teaching methods and procedures; improvement of teaching competence; etc. Representation of this group on appropriate departmental and divisional governing or procedural bodies should be considered.

Effort should be made to establish a campus-wide body with representation from each appropriate unit to coordinate efforts from the standpoint of the above considerations. Wherever possible, consistency should be encouraged in such areas as professional development, in-service training, teaching techniques, etc.

Such a campus-wide body would be instrumental in developing certain guidelines pertaining to the total program of graduate assistants, e.g. selection, preparation, and supervision.

9/74

TITLES AND STIPEND RANGES

Preceptor

A graduate student, usually a candidate for the doctorate, who has demonstrated exceptional teaching ability and who has the potential to become a superior college teacher.

Stipends for Preceptors will range, in general, from $275-$425 per month (1/2 time basis). As a general guide, a Preceptor should receive approximately $25 more per month than a Teaching Assistant with comparable background.

Teaching Assistant

A graduate student who is responsible for instruction and is in direct contact with students in classrooms, seminars, and laboratories.

Stipends for Teaching Assistants will range, in general, from $300-$400 per month (1/2 time basis) and will be based on training, experience, and assignment. As a general guide, a Teaching Assistant should receive $25 more per month than a Graduate Assistant of equal maturity.

Graduate Assistant

A graduate student who renders an instructional or related service, but who does not "teach" by direct contact in the classroom, laboratory, etc.

Stipends for Graduate Assistant will range, in general, from $250-$350 per month (1/2 time basis) and will be based on training, experience, and assignment. In general, however, it is expected that Graduate Assistants will receive about $25 less than Teaching Assistants.

	1st Year Students	2nd Year Students
Graduate Fellowships	250	300
Teaching Assistantships	320-350	370-400
Research Assistantships	270-300	320-350
Graduate Assistantships	270-300	320-350

Research Assistant

A graduate student who renders a research service.

Stipends for Research Assistants will range from $250-$300 per month (1/2 time basis) and, in general, Research Assistants will receive compensation comparable to Graduate Assistants of equal maturity.

Graduate Fellowships

Graduate fellowships are available in limited numbers. Application is made to the appropriate chairman and fellowships are awarded by the Graduate School. The stipend normally is $2,250, plus remission of tuition but not other fees. These awards carry no work requirement, and the student normally carries at least 12 hours of graduate work. Students should be in a degree program, and those seeking a master's degree may hold a fellowship for no more than four (4) quarters. Fellowships may be withdrawn whenever a student's average in graduate work falls below 4.0 (5.00 = A).

Assistantship Appointment

Southern Illinois University at Edwardsville

9/74

Code ____________

For Graduate School Use-Average

Name ____ U.S. Citizen? _____ Citizenship Applied For? ________
Last First Middle

Home Address ____________________________________ Zip Telephone ______________

Contingent upon the prior approval of the Graduate Dean and the President of Southern Illinois University at Edwardsville, upon admission to the Graduate School and continued maintenance of good academic standing in an approved course load each quarter, and upon approval of the Board of Trustees, you are hereby offered a term appointment under the following conditions:

1. JOB CATEGORY	% of Time	Full-Time Salary Base	Actual Monthly Salary Payment	Unit or Department	Account Number for Salary Payment
Teaching Assistant ___ Research Assistant ___ Graduate Assistant ___					

Supervisor's statement of specific duties and responsibilities:

Average number of hours to be worked each week ____________

2. If other than full periods named below, state beginning and terminal date (date following last work day):

Fall, 19 ___ Spring, 19 ___ Winter, 19 ___ Summer, 19 ___ Fiscal basis, 19 ___-___ Other ______________

3. Student's Present Status: (must be completed for all contracts)

☐ Undergraduate ☐ Admitted as Unclassified graduate

☐ Admitted to the Graduate School, Department of ________________, for ________________ degree

during ____________________ quarter of 19 ________

4. Previous Education: Degree ________________ Year ________________ School ________________

(attach transcripts) ________________ ________________ ________________

5. Military Service: Date Entered ____________________ Date Discharged ____________________

Highest Rank ______________ Branch ______________ Present Status ______________

6. Last Position Held ______________ From ______________ To ______________ Salary ______________

	Position	Years Held	Place
Professional	________________	________________	________________
Experience	________________	________________	________________
	________________	________________	________________

7. If related by blood or marriage to any member of the Board of Trustees, please state relationship: ______________

I accept the position under these terms and subject to stated contingencies:

______________________ ______________________ ______________________
Signature of Student Social Security No. Date Signed

Source of Funds: ______________________

Approved by: ______________________
Academic Dean or Director Date

Additional Approval: ______________________
(where needed) Date

Recommendations for Appointment to Faculty-Administrative Staff:

Graduate Dean ______________________ Date ________

Vice President ______________________ Date ________

APPOINTMENT: Pursuant to Part III, Article VIII, Section IC, of the Statutes of the Board of Trustees, you are hereby appointed to the above position pending ratification by the Board of Trustees.

APPOINTED, subject to ratification by the Board of Trustees

____
President Date

APPOINTED, or President's appointment ratified, by action of the Board of Trustees on ______________
Date

PAY SCHEDULE FOR GRADUATE ASSISTANTS

Graduate assistants will be paid in the following manner:

1/2 month in September
1 month in October
1 month in November
1/2 month in December
1 month in January, February, March, April, May and June

Total: 9 months for a 9-month contract